



# CITY OF MERCER ISLAND **REVISED**

## CITY COUNCIL REGULAR VIDEO MEETING

Tuesday, March 16, 2021 at 5:00 PM

### COUNCIL MEMBERS:

Mayor Benson Wong, Deputy Mayor Wendy Weiker,  
Councilmembers: Lisa Anderl, Jake Jacobson,  
Salim Nice, Craig Reynolds, David Rosenbaum

### LOCATION & CONTACT:

Mercer Island City Hall - Zoom  
9611 SE 36th Street | Mercer Island, WA 98040  
Phone: 206.275.7793 | [www.mercerisland.gov](http://www.mercerisland.gov)

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 206.275.7793.

### Virtual Meeting Notice

The virtual meeting will be broadcast live on MITV Channel 21 and live streamed on the City Council's [YouTube Channel](#)

**Registering to Speak:** Individuals wishing to speak live during Appearances will need to register their request with the City Clerk at **206.275.7793** or email the [City Clerk](#) and leave a message before 4 PM on the day of the Council meeting. Please reference "Appearances" on your correspondence. Each speaker will be allowed three (3) minutes to speak. A timer will be visible online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

**Public Appearances:** Notify the [City Clerk](#) in advance that you wish to speak on camera and staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be [Emailed to Council](#).

**Join by Telephone at 5 PM for the Study Session and 6 PM for Appearances:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **850 9783 9986** and Password **569502** if prompted.

**Join by Internet at 5 PM for the Study Session and 6 PM for Appearances:** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **850 9783 9986**; Enter Password **569502**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

**Submitting Written Comments:** Written comments may be submitted at the Mercer Island [Let's Talk Council Connects](#) page. Written comments received by 3 PM on the day of the meeting will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

### CALL TO ORDER & ROLL CALL, 5 PM

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### STUDY SESSION

1. AB 5830: Joint City Council & Utility Board Study Session to discuss upcoming Utility Capital Improvement Projects.  
**Recommended Action** - Receive presentation, discuss, and provide input on the Utility projects and process.

### CITY MANAGER REPORT, 6 PM

### APPEARANCES

## CONSENT CALENDAR

2. Approve **Accounts Payable Reports** for the periods ending:
  - A) February 26, 2021 in the amount of \$586,700.27
  - B) March 5, 2021 in the amount of \$286,020.18
3. Certification of **Payroll** dated March 12, 2021 in the amount of \$818,845.85
4. Approve the **Minutes** of the March 2, 2021 Regular Video Meeting.
5. AB 5823: Open Space Conservancy Trust 2020 Annual Report and 2021 Work Plan  
**Recommended Action** - Motion to accept the 2020 Open Space Conservancy Annual Report and the 2021 work plan.
6. AB 5825: Correcting the schedule of Special Service Charges for the Water Utility (MICC 15.12.10)  
**Recommended Action** - Approve Resolution No. 1595 correcting the service charge for a locked water meter due to theft, effective January 1, 2021.
7. AB 5828: Interlocal Agreement with Mercer Island School District for School Resource Officer Services  
**Recommended Action** - Authorize the City Manager to sign the Interlocal Agreement with the Mercer Island School District for School Resource Officer Services.
8. AB 5831: Suspend Council Rules of Procedure 8.13B Regarding Filling Board and Commission Vacancies  
**Recommended Action:**
  - 1) Suspend City Council Rules of Procedure 8.13B, pursuant to Section 10.1.
  - 2) Authorize staff to fill the Arts Council and Planning Commission vacancies concurrent with the 2021 Annual Board and Commission Recruitment Process.
9. AB 5832: Women's History Month Proclamation No. 263  
**Recommended Action:** Mayor Wong proclaims March 2021 Women's History Month in Mercer Island

## REGULAR BUSINESS

10. AB 5824: Ground Emergency Medical Transport Program  
**Recommended Action** - Discussion only. Staff will return with the 2020 year-end budget amending ordinance in April 2021.
11. AB 5833: Emergency Medical Transport Revenues  
**Recommended Action** - Discussion only. Staff seeks initial feedback from the City Council on potential policy amendments related to Emergency Medical Transport Fees to prepare a revised policy for City Council's review and adoption.
12. AB 5821: 2021 Chamber of Commerce Partnership Agreement  
**Recommended Action** - Approve the 2021 Chamber of Commerce Partnership Agreement scope of work as presented.
13. AB 5829: Creation of City Council Committee to develop Financial Management Policies  
**Recommended Action** - Create the City Council Finance Committee to develop Financial Management Policies by October 2021 and appoint three Councilmembers to serve on the Committee.

## OTHER BUSINESS

14. Planning Schedule
15. Councilmember Absences & Reports

**EXECUTIVE SESSION:** To discuss with legal counsel litigation or potential litigation to which the City is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the City pursuant to RCW 42.30.110(1)(i) for approximately ~~30~~ 35 minutes.

Action may be taken.

## ADJOURNMENT



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5830**  
**March 16, 2021**  
**Study Session**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5830: Joint City Council & Utility Board Study Session to discuss upcoming Utility Capital Improvement Projects.	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Discussion only.	<input type="checkbox"/> Action Needed:  <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works Jason Kintner, Chief of Operations/Public Works Director Patrick Yamashita, Deputy Public Works Director Alaine Sommargren, Deputy Public Works Director		
<b>STAFF:</b>	<b>Utility Board:</b> Tim O’Connell, Chair                      Stephen Milton                      William Pokorny Tom DeBoer, Vice Chair                  George Marshall                      Brian Thomas Stephen Majewski		
<b>COUNCIL LIAISON:</b>	Lisa Anderl		
<b>EXHIBITS:</b>	n/a		
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.		

## SUMMARY

The City operates three separate utilities (Water, Sewer, and Storm Water), with customer charges funding all operating/maintenance costs and capital investments. Based on this “pay as you go” financing strategy, the City Council adopts incremental rate increases each year to ensure utility systems and infrastructure are well managed, maintained, and when appropriate, replaced.

The City Council adopted the 2021-2022 Biennial Budget on December 1, 2020, which included utility rates based on the operating budget, funding for the first two-years of the six-year Capital Improvement Program, as well as anticipated utility-related debt financing needs. The purpose of this joint meeting with the Utility Board and the City Council is to provide an update on several capital improvement projects and to answer questions about project scope, timelines, and different funding strategies. This discussion will inform next steps and equip staff to return to the Utility Board and City Council in Fall 2021 with specifics regarding future capital program funding and debt financing strategies.

## **METER REPLACEMENT PROJECT**

The water distribution system currently has a wide array of water meter manufacturers, types, and reading technologies of varying age. More than 60% of the City's existing 7,866 water meters are 15 years or older. Water meter accuracy is the greatest at the beginning of the meter's life and degrades with age and use. This is important because any water that cannot be accounted for is considered distribution system leakage, equating to lost utility revenue. A standardized replacement program is needed given that most of the water meter infrastructure is at or past the end of its useful life.

In June 2019, the City issued a Request for Proposals to furnish/install meters and transmitter units, collect and manage data, and integrate with the City's utility billing system. Each proposal was to be designed to an expected useful life of at least 20 years.

The City received nine proposals. An Evaluation Committee, which included department representatives from Public Works, Finance, Community Planning & Development, and Information Services, reviewed each proposal, completed interviews, and performed reference checks with other jurisdictions. In November 2019, two vendors were selected to complete a small pilot installation to test their meter and data platforms.

While many proposals demonstrated an ability to provide a standardized meter replacement program for Mercer Island, Ferguson/Sensus was identified as the preferred vendor. Specifically, the Ferguson/Sensus platform integrated with the City's Utility billing system and they have successfully completed numerous meter replacement projects within the region. Contract negotiations are currently underway.

The estimated construction cost for the Meter Replacement Program is \$4.85 million and was preliminarily identified as a candidate for debt financing. Staff anticipates program implementation will take two years, with construction beginning in Q3 2021 and concluding in FY 2022.

## **SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROJECT UPDATE**

City water distribution and sewer collection are monitored and controlled remotely by two separate systems collectively referred to as Supervisory Control and Data Acquisition ("SCADA"). Due to the varied age and condition of both systems, the technology is obsolete, causing the systems to be unreliable and unable to meet the City's needs.

At its February 2, 2021 meeting, the City Council awarded the SCADA Water Equipment Replacement Project to Bainbridge Island Electric (see [AB 5805](#)). The City will issue the Notice to Proceed at the end of March and the contractor is scheduled to start work in April. The project is expected to be completed by August 2021.

As a component of the SCADA-Sewer Equipment Replacement Project, the City recently completed a ventilation study for the sewer pump stations. Brown and Caldwell (Engineer of record) is working on the sewer system design. The City is expected to bid this project in Q4 2021 with construction anticipated to begin in 2022 and conclude in 2023. An updated engineer's cost estimate has not yet been completed but was budgeted between \$1.65 and \$3.3 million. This project is preliminarily identified as a candidate for debt financing.

## **RESERVOIR IMPROVEMENT PROJECT**

The City's water distribution system includes two, 4-million-gallon reservoir tanks. The interior and exterior coatings have an expected lifespan of 20 years and these tanks were last recoated in 1999. Ideally, the tank

recoating work will occur in separate calendar years, to take one reservoir off-line during the non-peak water season. Design of the tank relining was scheduled to begin in 2021, with construction anticipated in 2022 and 2023, respectively.

However, as design began this year, staff learned that beginning in January 2023, new federal coating and lining standards will be implemented. The new standards will likely increase construction costs significantly. As such, staff is working to expedite the project to include the recoating of both reservoir tanks by the end of 2022, prior to the new federal standards. The estimated construction cost for this project is \$4.0 million. This project was not originally identified as a candidate for debt financing but could be included as it aligns with the necessary debt financing construction completion requirements.

### **RISK & RESILIENCY ASSESSMENT & EMERGENCY RESPONSE PLAN PROJECT UPDATE**

The 2018 America’s Water Infrastructure Act (AWIA) requires all utilities in the United States serving over 3,300 customers to complete a comprehensive evaluation of their water systems to better manage risks and increase resilience. The assessment requires evaluation of “all hazards” including malevolent acts, natural hazards, cyber security, and more.

The City hired Carollo Engineers in November 2020 to perform this evaluation. The City must complete the Risk & Resiliency Assessment by June 30, 2021 and the Emergency Response Update by December 31, 2021. Staff and the project consultant will brief the Utility Board and City Council in the coming months, and it is anticipated that the FY 2023-2024 preliminary Capital Improvement Program will include future capital projects resulting from this assessment.

### **FUNDING & NEXT STEPS**

When the FY 2021 utility rates were reviewed and approved by the Utility Board and City Council in the fall of 2020, utility rates models assumed \$3.5 million debt issuance in 2022 to support capital projects tied to the Water Fund, and \$2.5 million debt issuance in 2022 to support capital projects tied to the Sewer Fund. The FY2021 approved rate increase was 5.25% for Water and 4.00% for Sewer.

The City has deliberately issued a very modest amount of debt over the years, maintaining a sizable debt service capacity, and consistently following a conservative fiscal management policy as reflected in the City’s budget policies. Given the size, expected useful life, and importance of these upcoming Utility Capital Improvement projects, staff determined debt financing would smooth year-to-year utility rate increases and spread the costs for services to current and future rate payers for these capital infrastructure investments.

Staff is seeking early input from the Utility Board and City Council on the potential debt issuance for the capital projects previously described. A discussion on debt financing specifics for these projects is tentatively scheduled for Fall 2021, to coincide with the Utility Board rate discussions.

## **RECOMMENDATION**

Receive presentation, discuss, and provide input on the Utility projects and process.



# Joint City Council & Utility Board Study Session AB5830

March 16, 2021

# Presentation Overview

- Utility 101
- Project Updates
  - Water Meter Replacement Project
  - SCADA
  - Reservoir Improvement Project
  - Risk, Resiliency & Emergency Plan Update
- Upcoming UB Workplan
- Discussion with City Council & Utility Board



# Water & Sewer Utility 101

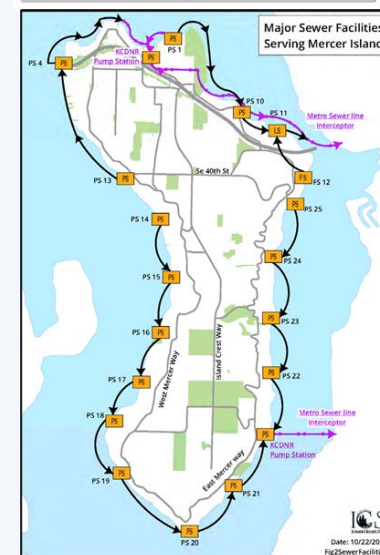
## • Water Infrastructure

- 115 miles of mains
- Two 4-million-gallon reservoirs
- Two booster pump stations
- One emergency water supply well
- 85 pressure reducing valve (PRV) stations
- 1,235 Fire hydrants (<20% undersized or 2 port hydrants)
- 7,866 Water Meters
- Water supplied by SPU via Cedar and Tolt Rivers



## • Sewer Infrastructure

- 110 miles of sewer mains
- 2,777 manholes
- 17 pump stations & sewer lake line
- Treatment by KC Metro Sewer (billed as “pass thru cost”)







# Water Meters Replacement Project

# Drivers for Replacing Meters

- Aging Infrastructure
  - 64% > 15 years old
    - 1,196 meters: <5 years old
    - 794 meters: 5-9 years old
    - 914 meters: 10-14 years old
    - 5,052 meters: ≥15 years old
- Improve accuracy
  - 82% of meters read manually
- Better manage water loss
- Create Standard for Meter Replacement



# Meter Options

## 1) Manual / Touch Read

- Requires physical visit to each meter location
- Reading once per billing cycle

## 2) Automated Meter Reading (AMR)

- Radio transmitters connected to each meter
- Information obtained by driving/walking route (no need to stop at each meter location)
- Reading once per billing cycle

## 3) Advanced Metering Infrastructure (AMI)

- Radio transmitters connected to each meter (fixed network)
- Information sent to data collection network
- Information sent multiple times per day



# Meter Replacement

- RFP in June 2019
- Scope of Work
  - Furnish/install meters & transmitter units
  - Furnish/install AMI data collection system
  - Furnish Meter Data Management System
  - Integrate AMI system w/ City's billing system
- Received 9 proposals
- Pilot Study
- Selected Ferguson/Sensus (AMI Platform)
  - Monitoring and managing water demand
  - Supporting leak detection and other conservation goals
  - Providing real-time information to support customer service
  - Customer portals to support customer water use tracking



# Meter Replacement Next Steps

- Draft Contract
  - Contract Finalization anticipated to be complete in June 2021
- Propagation Study
  - Evaluate placement for transmitter units
- Construction beginning in Q3 2021
  - Expected to span across 2 years
  - Construction scheduling & customer impact considerations





# SCADA Project Update

# Existing SCADA System

1968 – Main Control Panel in  
PW Building

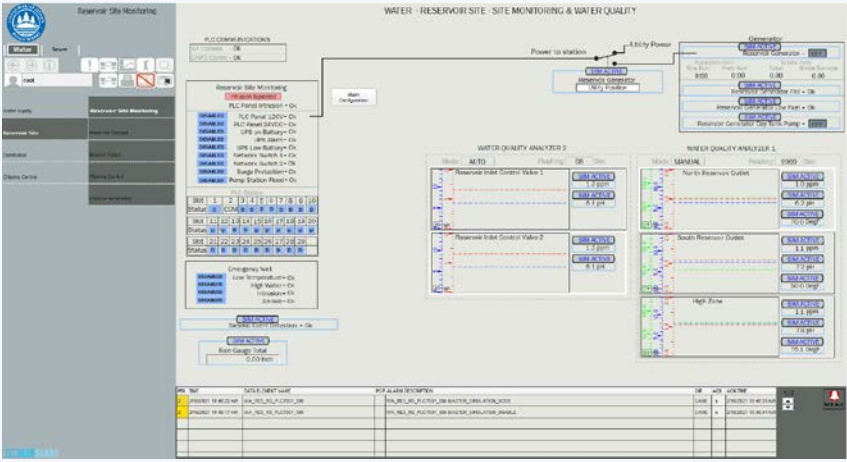
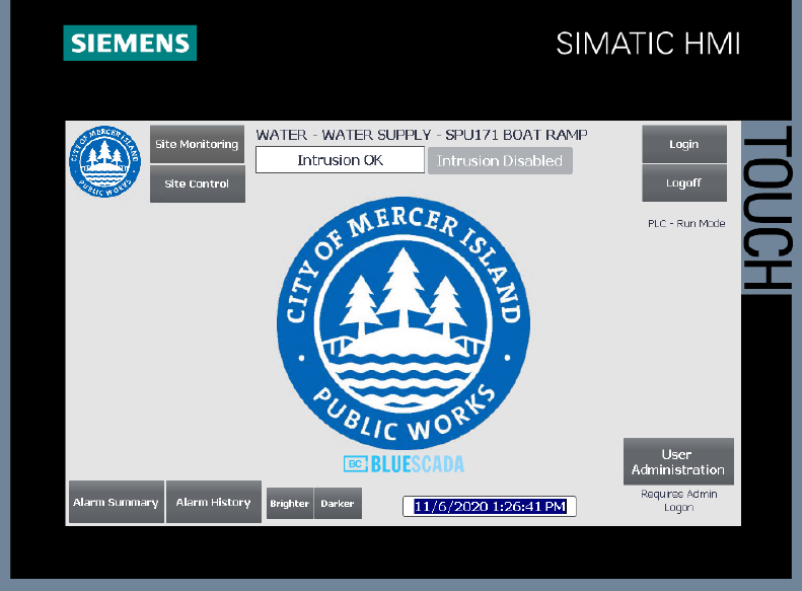


Early 1990's –  
Texas Instruments  
controller



# SCADA Schedule

- SCADA-Water Equipment Replacement Project
  - Approved by Council in February
  - Anticipated completion August 2021
- Sewer Pump Station Ventilation study recently completed
  - Final system design underway
  - Anticipate advertisement for construction in 2022
  - Project completion expected in 2023.







# Reservoir Improvement Project

# Reservoir Update

- Last relined in 1999 – expected useful life of 20 years.
- Design scheduled for 2021; construction in 2022 & 2023.



- Solvent Federal standards:
  - Effective Jan. 1, 2023
  - Impact material type, availability, and present some unknowns about life expectancy





# Risk & Resiliency Assessment & Emergency Response Plan

# Background

- On October 23, 2018, Congress signed the America's Water Infrastructure Act (AWIA)
  - Builds on 2002 Safe Drinking Water Act
- Requires City to conduct a Risk and Resilience Assessment (RRA) of community's water system and prepare a corresponding Emergency Response Plan (ERP)
  - Upon completing each task, City needs to self-certify with the EPA informing that it complies with AWIA
- City will need to update the RRA every 5 years



# Project Requirements

City solicited RFQ Summer 2020

## 1. Risk & Resiliency Assessment

Assess City's water system infrastructure and overall system operations, focusing on risks and hazards

**Deadline for RRA: June 30, 2021**

## 2. Emergency Response Plan

Develop strategies, recommendations, and other actions the City can implement to improve water system resiliency, reduce risks, and mitigate impacts from hazards

**Deadline for ERP: December 31, 2021**



# 2021 Utility Board Work Plan

- Notable Work Plan Dates:
  - May – Risk & Resiliency Update
  - July – CIP Project Updates
  - September- Stormwater/EMS Rates
  - October - Water/Sewer Rates
- Other Notable Work Plan Items TBD:
  - SPU Wholesale Contract Amendment
  - KC Metro Rate

Utility Board Work Plan can be found: <https://www.mercerisland.gov/bc-utilityboard>



# Next Steps & Discussion

- Rate models assumed \$3.5 million debt issuance in 2022 to support capital projects tied to the Water Fund, and \$2.5 million debt issuance in 2022 to support capital projects tied to the Sewer Fund.
- The FY2021 approved rate increase was 5.25% for Water and 4.00% for Sewer
- Staff is seeking early input from the Utility Board and City Council on the potential debt issuance for the capital projects
- A discussion on debt financing specifics for these projects is tentatively scheduled for Fall 2021, to coincide with the Utility Board rate discussions

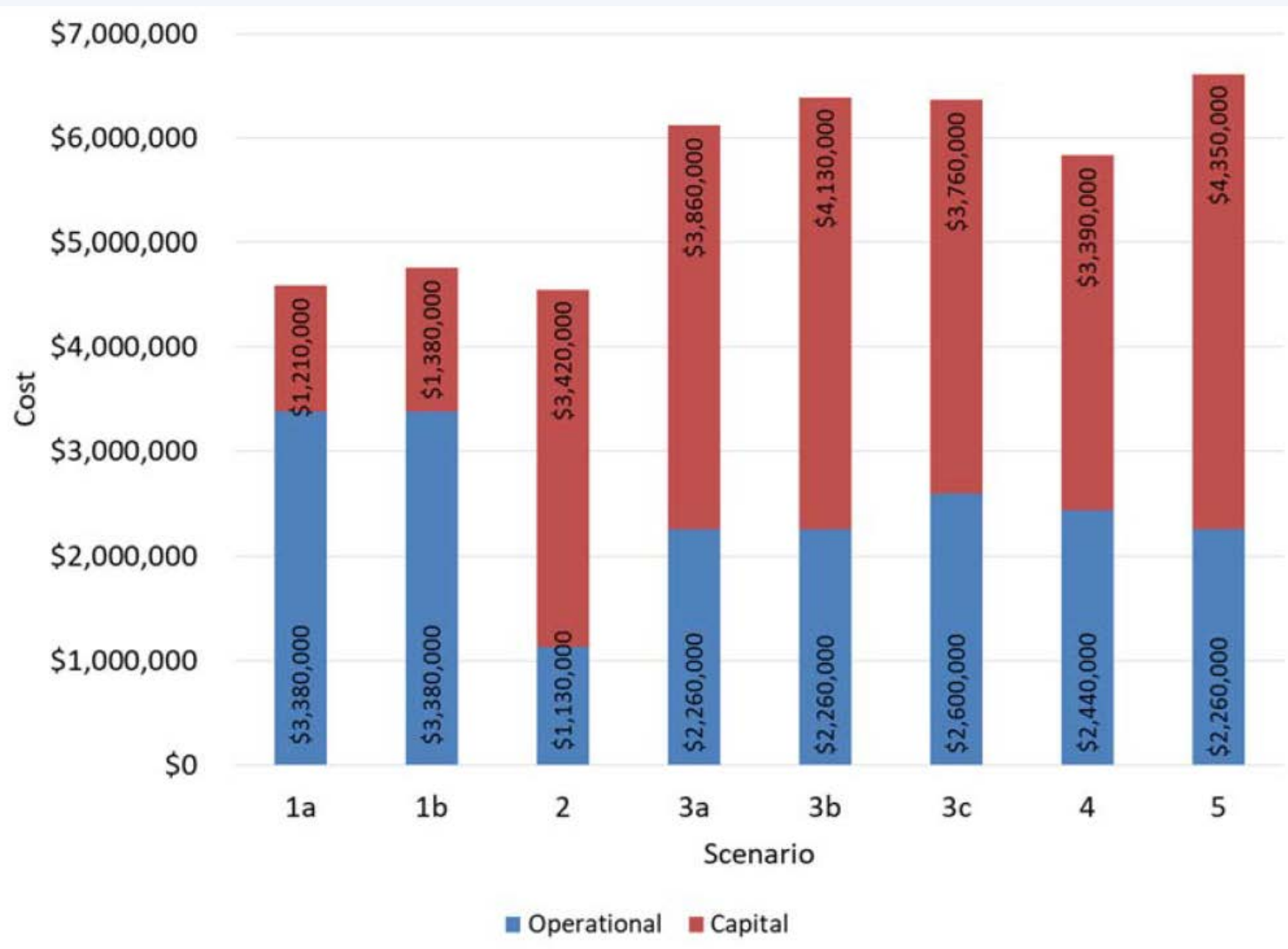


# Backup Slides





# Cost Model



# Comparison of Models

Parameter	Manual Read	AMR Mobile System	AMI Fixed Network
<b>“Freeing up” of Staff Resources</b>	--	+	++
<b>Resolution of Available Data</b>	--	+	++
<b>Support of Conservation Activities</b>	0	+	++
<b>Support to Leak Adjustment Processes</b>	-	+	++
<b>Utility “Visibility” to Customers</b>	+	0	--
<b>Meter Access/Reader Safety</b>	--	+	++
<b>Public Perception (Technology vs. Manpower)</b>	--	++	++
<b>Environmental Impact (Carbon Footprint)</b>	--	-	++

## Notes:

--: Strongly negative impact

-: Negative impact

0: No impact

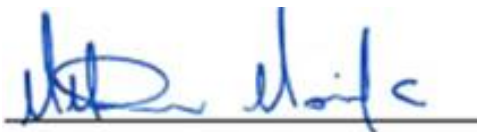
+: Positive impact

++: Strongly positive impact



CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	206677-206818	2/26/2021	\$586,700.27
			\$586,700.27

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0110200	00206740	TALERMAN, EDWARD	REFUND WATER SERVICE DEPOSIT	12,088.53
P0110299	00206780	HOLT, LINDSEY	REFUND WATER SERVICE DEPOSIT	10,988.89
P0110283	00206772	FERGUSON ENTERPRISES LLC	INVENTORY PURCHASES	6,891.04
P0110201	00206729	PEHA, ROBERT & DONNA	REFUND WATER SERVICE DEPOSIT	1,660.41
P0109952	00206703	H D FOWLER	INVENTORY PURCHASES	1,695.72
P0110214	00206741	TRAFFIC SAFETY SUPPLY	INVENTORY PURCHASES	1,363.56
P0110197	00206703	H D FOWLER	INVENTORY PURCHASES	901.91
P0110219	00206701	GRAINGER	INVENTORY PURCHASES	736.13
P0110232	00206703	H D FOWLER	INVENTORY PURCHASES	701.95
P0108301	00206703	H D FOWLER	INVENTORY PURCHASES	635.89
	00206713	LISA A SOLI	REFUND OVERPAY 00416093001	508.65
P0110259	00206705	HOME DEPOT CREDIT SERVICE	INVENTORY PURCHASES	353.20
P0110199	00206701	GRAINGER	INVENTORY PURCHASES	196.03
P0110279	00206777	GRAINGER	INVENTORY PURCHASES	137.25
<b>Org Key: 814074 - Garnishments</b>				
	00206811	UNITED STATES TREASURY	UNITED STATES TREASURY	864.32
<b>Org Key: 814075 - Mercer Island Emp Association</b>				
	00206795	MI EMPLOYEES ASSOC	MI EMPLOYEE ASSOC.	245.00
<b>Org Key: 814076 - City &amp; Counties Local 21M</b>				
	00206818	WSCCCE AFSCME AFL-CIO	WSCCCE	2,388.25
<b>Org Key: 814077 - Police Association</b>				
	00206799	POLICE ASSOCIATION	POLICE ASSOCIATION	2,498.06
<b>Org Key: CA1100 - Administration (CA)</b>				
P0110244	00206717	Madrona Law Group, PLLC	Invoice #10586 Professional	16,345.00
P0110295	00206797	OGDEN MURPHY WALLACE	Invoice #848011 Professional	2,430.00
P0110296	00206815	WEST PAYMENT CENTER	Invoice #: 843166196 Subscript	730.40
P0110239	00206731	RELX INC DBA LEXISNEXIS	Invoice #3093088858 Library	349.02
<b>Org Key: CA1150 - Attorney-Litigation</b>				
P0110297	00206793	McNaul Ebel Nawrot	Invoice #98317 Professional	79,080.17
P0110243	00206717	Madrona Law Group, PLLC	Invoice 10587 Professional Ser	9,421.00
P0110295	00206797	OGDEN MURPHY WALLACE	Invoice #848011 Professional	1,110.00
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0110245	00206723	MOBERLY AND ROBERTS	Invoice #946 Professional Serv	7,095.46
P0110242	00206706	HONEYWELL, MATTHEW V	Invoice #1196 Professional Ser	900.00
P0110242	00206706	HONEYWELL, MATTHEW V	Invoice #1195 Professional Ser	600.00
P0110242	00206706	HONEYWELL, MATTHEW V	Invoice #1194 Professional	350.00
<b>Org Key: CM1100 - Administration (CM)</b>				
P0110273	00206747	WCMA	Annual Membership Renewal - Bo	315.00
P0110308	00206812	VERIZON WIRELESS	CM HOT SPOT	40.01
<b>Org Key: CM1200 - City Clerk</b>				
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554647 Ord 21C-01 1/27	57.30
P0110270	00206742	Travelers	Notary Bond - Estrada	40.00
<b>Org Key: CR1100 - Human Resources</b>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554703 RFP 21-09 1/27	62.48
<i>Org Key: CT1100 - Municipal Court</i>				
P0110226	00206708	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #21-071	390.00
<i>Org Key: DS1100 - Administration (DS)</i>				
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	217.34
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2020	180.95
P0110269	00206742	Travelers	Notary Bond - Cartwright	40.00
<i>Org Key: DS1200 - Bldg Plan Review &amp; Inspection</i>				
P0110311	00206767	DEPT OF ENTERPRISE SERVICES	BUSINESS CARDS	96.89
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554389 Prop Land Use Map	83.22
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554390 Comp Plan 1/13	83.22
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554391 Proposed CUP ACC	83.22
<i>Org Key: FN1100 - Administration (FN)</i>				
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554331 RFP Fin Tech 1/13	57.30
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0110292	00206794	METROPRESORT	2020 BACK TAXES NOT INCLUDED O	622.99
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	150.93
P0109705	00206719	METROPRESORT	STATEMENT SHEETS FOR IN HOUSE	150.00
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	149.07
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	87.91
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	86.80
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	70.92
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	65.21
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0110292	00206794	METROPRESORT	2020 BACK TAXES NOT INCLUDED O	622.97
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	150.93
P0109705	00206719	METROPRESORT	STATEMENT SHEETS FOR IN HOUSE	150.00
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	149.07
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	87.91
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	86.80
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	70.92
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	65.21
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0110292	00206794	METROPRESORT	2020 BACK TAXES NOT INCLUDED O	622.97
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	150.94
P0109705	00206719	METROPRESORT	STATEMENT SHEETS FOR IN HOUSE	150.00
P0110288	00206794	METROPRESORT	FEB 2021 PRINTING & MAILING OF	149.07
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	87.91
P0110215	00206719	METROPRESORT	JAN 2021 PRINTING & MAILING OF	86.79
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	70.93
P0109705	00206719	METROPRESORT	DEC 2020 PRINTING & MAILING OF	65.21
<i>Org Key: FR1100 - Administration (FR)</i>				
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	270.96

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FR2100 - Fire Operations</i>				
P0109899	00206771	EPSCA	44 RADIOS FOR FIRE 2021	1,111.00
P0110251	00206714	LN CURTIS & SONS	MSA CAIRNS Helmets (2)	644.99
P0110249	00206709	KROESENS UNIFORM COMPANY	Uniforms Collier	374.33
P0110249	00206709	KROESENS UNIFORM COMPANY	Uniforms McCoy	210.24
P0110249	00206709	KROESENS UNIFORM COMPANY	Uniforms Novak	129.75
P0110251	00206714	LN CURTIS & SONS	Helmet Shields (2)	126.62
P0110249	00206709	KROESENS UNIFORM COMPANY	Uniforms Guttu	99.02
P0110247	00206707	IMS ALLIANCE	Passports	94.41
P0110250	00206689	COMCAST	Internet Charges/Fire	72.41
P0110249	00206709	KROESENS UNIFORM COMPANY	Uniforms Campbell	19.82
P0110304	00206762	COMCAST	Internet Charges/Fire	11.33
P0109899	00206771	EPSCA	ACCESS FEE REBATE FIRE	-73.04
P0110249	00206709	KROESENS UNIFORM COMPANY	Credit Memo	-192.67
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0110248	00206712	LIFE ASSIST INC	Stock Aid Supplies	551.20
P0110303	00206752	AIRGAS USA LLC	Oxygen/Fire	54.26
<i>Org Key: GGM001 - General Government-Misc</i>				
P0110230	00206728	PACIFICA LAW GROUP LLP	Ballot Measure Professional	836.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	524.98
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2020	435.60
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2020	434.15
P0110206	00206690	CONFIDENTIAL DATA DISPOSAL	City Shredding Service -	200.00
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	128.93
P0110206	00206690	CONFIDENTIAL DATA DISPOSAL	City Shredding Service -	25.00
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0110254	00206692	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	31,188.35
	00206789	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	6,446.20
	00206788	LEOFF HEALTH & WELFARE TRUST	LEOFF FIRE RETIREES	3,223.11
P0110255	00206698	FORSMAN, LOWELL	LEOFF1 Retiree Medical Expense	2,834.28
P0110257	00206715	LYONS, STEVEN	FRLEOFF1 Retiree Medical Expen	620.97
P0110258	00206733	RUCKER, MANORD J	LEOFF1 Retiree Medical Expense	613.00
P0110256	00206710	KUHN, DAVID	LEOFF1 Retiree Medical Expense	557.93
	00206764	COOPER, ROBERT	LEOFF FIRE QUARTERLY	445.50
	00206779	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	361.30
P0110253	00206704	HAGSTROM, JAMES	LEOFF1 Retiree Medical Expense	289.76
	00206806	SMITH, RICHARD	LEOFF1 Medicare Reimb	249.70
	00206774	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	240.70
	00206765	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	240.60
	00206804	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	240.60
	00206792	LYONS, STEVEN	LEOFF1 Medicare Reimb	235.60
	00206754	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00206776	GOODMAN, J C	LEOFF1 Medicare Reimb	220.40
	00206809	THOMPSON, JAMES	LEOFF1 Medicare Reimb	196.40
	00206813	WALLACE, THOMAS	LEOFF1 Medicare Reimb	183.10
	00206770	ELSOE, RONALD	LEOFF1 Medicare Reimb	182.50

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00206768	DEVENY, JAN P	LEOFF1 Medicare Reimb	182.00
	00206787	KUHN, DAVID	LEOFF1 Medicare Reimb	182.00
	00206816	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00206755	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	181.00
	00206751	ADAMS, RONALD E	LEOFF1 Medicare Reimb	180.70
	00206753	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	179.80
	00206796	MYERS, JAMES S	LEOFF1 Medicare Reimb	179.80
	00206756	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	175.90
	00206769	DOWD, PAUL	LEOFF1 Medicare Reimb	175.00
	00206802	RUCKER, MANORD J	LEOFF1 Medicare Reimb	167.20
	00206790	LOISEAU, LERI M	LEOFF1 Medicare Reimb	165.70
	00206750	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00206783	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	154.80
	00206814	WEGNER, KEN	LEOFF1 Medicare Reimb	144.60
	00206801	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
P0110252	00206694	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	125.88
	00206758	CARLSON, LARRY	LEOFF QUARTERLY MEDICARE	19.50
<b>Org Key: GGM160 - King Co CRF Economic Developme</b>				
P0109814	00206805	SEATTLE TIMES, THE	Ntc. 110471 12/7 MI Next Ad (I	570.00
P0109814	00206805	SEATTLE TIMES, THE	Ntc. 110472 12/17 MI Next Ad (	570.00
P0109814	00206805	SEATTLE TIMES, THE	Ntc. 110473 12/24 MI Next Ad (	570.00
P0109814	00206805	SEATTLE TIMES, THE	Ntc. 110474 12/31 MI Next Ad (	570.00
P0109814	00206805	SEATTLE TIMES, THE	Ntc. 113394 2/8 MI Next Ad (In	570.00
<b>Org Key: GGM170 - MI Illuminate Town Center Ligh</b>				
P0110272	00206705	HOME DEPOT CREDIT SERVICE	TOTES & CORD STORAGE REELS	250.47
<b>Org Key: GGM606 - Excess Retirement-Fire</b>				
	00206754	BARNES, WILLIAM	LEOFF1 Excess Benefit	2,108.10
	00206764	COOPER, ROBERT	LEOFF1 Excess Benefit	2,066.49
	00206783	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,211.76
	00206804	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	1,100.98
	00206801	RAMSAY, JON	LEOFF1 Excess Benefit	681.13
<b>Org Key: GGM900 - 2020 Reduction Impacts</b>				
P0110300	00206807	STATE OF OREGON	UNEMPLOYMENT BENEFIT Q42020	2,620.76
<b>Org Key: GT0102 - ArcGIS Enterprise Deployment G</b>				
P0110049	00206695	ESRI	ARCGIS GEOEVENT SERVICE POPULA	3,149.16
<b>Org Key: GX9996 - Employee Benefits-Police</b>				
	00206789	LEOFF HEALTH & WELFARE TRUST	POLICE/POLICE SUPPORT	50,574.38
<b>Org Key: GX9997 - Employee Benefits-Fire</b>				
	00206788	LEOFF HEALTH & WELFARE TRUST	LEOFF FIRE ACTIVE	48,984.55
	00206789	LEOFF HEALTH & WELFARE TRUST	BILLING ADJ.	176.03
<b>Org Key: IS2100 - IGS Network Administration</b>				
P0110065	00206697	Firstline Communications	Phone system annual support	14,072.27
P0109840	00206760	CDW GOVERNMENT INC	VMWare vSphere Annual Support	9,880.62
P0110067	00206687	CDW GOVERNMENT INC	Trend Micro AV Renewal	3,549.62

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0110187	00206739	TACOMA SCREW PRODUCTS INC	5/16" X 2" GALV. LAG SCREWS (2	56.48
P0110214	00206741	TRAFFIC SAFETY SUPPLY	"BICYCLISTS SLOW" SIGN	37.43
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0109143	00206680	APPLIED ECOLOGY LLC	Planting, Installing and Water	925.20
P0108498	00206680	APPLIED ECOLOGY LLC	PLANT INSTALL	817.20
<i>Org Key: MT2500 - ROW Administration</i>				
	00206810	TROY, BRIAN CASEY	CALL OUT FOR WORK	78.01
	00206782	JACOBS, LUKE	CALL OUT FOR WORK	38.98
<i>Org Key: MT3100 - Water Distribution</i>				
P0110223	00206703	H D FOWLER	6" PVC PIPE & XR501 COUPLINGS	641.99
P0110223	00206703	H D FOWLER	TAPPING MACHINE RENTAL	440.40
P0110277	00206777	GRAINGER	CORDLESS RECIPROCATING SAW	298.35
P0110222	00206703	H D FOWLER	WRENCH & METER KEYS	215.07
P0110199	00206701	GRAINGER	HEADLAMP	45.10
P0110285	00206777	GRAINGER	MARKING FLAGS (BLUE)	15.48
P0110234	00206721	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	11.27
<i>Org Key: MT3150 - Water Quality Event</i>				
P0110185	00206679	AM TEST INC	2021 WATER QUALITY SAMPLES	300.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0110280	00206817	WHISTLE WORKWEAR	MISC. WORK CLOTHES	305.29
	00206718	MARTIN, ERIC	WA WASTEWATER COLLECTION	45.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0110278	00206777	GRAINGER	URINE BAGS (72 PK)	164.03
P0110234	00206721	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	26.74
P0110285	00206777	GRAINGER	MARKING FLAGS (GREEN)	16.44
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0110170	00206760	CDW GOVERNMENT INC	UPSs with Remote Monitoring Pu	2,708.24
P0110231	00206681	AT&T MOBILITY	2021 TELEMETRY	1,438.22
P0110240	00206678	ALL BATTERY SALES & SERVICE	BATTERIES FOR PUMP STATION	930.33
P0110196	00206701	GRAINGER	SWITCHBOARD MAT	819.47
P0110194	00206683	BLUETARP CREDIT SERVICES	FACESHIELDS FOR HARD HATS	106.65
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
	00206791	LOVELL, MARCUS	SAFETY BOOTS & MISC WORK CLOTH	410.37
P0110281	00206817	WHISTLE WORKWEAR	MISC. WORK CLOTHES	408.49
P0110193	00206748	WHISTLE WORKWEAR	SAFETY BOOTS & MISC. WORK CLOT	256.11
<i>Org Key: MT3800 - Storm Drainage</i>				
	00206784	KELLEY, CHRIS M	WATERWORKS RENEWAL PERMIT	77.00
<i>Org Key: MT4101 - Support Services - General Fd</i>				
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	18.76
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0110112	00206682	AZTECA SYSTEMS LLC	2021 Cityworks Annual Support	39,600.00
P0110113	00206760	CDW GOVERNMENT INC	AutoCAD LT Annual Renewal	210.67



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	144.59
P0110073	00206761	COMCAST	2021 PW WIFI SERVICE	96.41
P0109899	00206771	EPSCA	1 RADIO FOR MAINTENANCE	25.25
P0109899	00206771	EPSCA	ACCESS FEE REBATE MAINT	-1.66
<i>Org Key: MT4200 - Building Services</i>				
P0110233	00206727	PACIFIC AIR CONTROL INC	HVAC MAINTENANCE AT CITY HALL,	2,783.61
P0110263	00206725	MORRIS-HANSEN ENT INC	Cleaned exterior glass and gut	1,043.50
P0110287	00206773	FIRE PROTECTION INC	CITY HALL FIRE ALARM MONITORIN	1,103.43
P0110268	00206725	MORRIS-HANSEN ENT INC	Cleaned exterior windows at Fi	587.00
P0110313	00206800	QUENCH USA INC	Quench 755 for City Hall	475.63
P0110313	00206800	QUENCH USA INC	Quench 750 for City Hall	475.63
P0110261	00206725	MORRIS-HANSEN ENT INC	Cleaned exterior glass and gut	315.00
P0110220	00206693	EASTSIDE EXTERMINATORS	BI-MONTHLY SERVICES	246.56
<i>Org Key: MT4300 - Fleet Services</i>				
P0110229	00206722	MI SCHOOL DISTRICT #400	2021 MISD SCHOOL DISTRICT FUEL	6,529.66
P0110186	00206699	GOODYEAR TIRE & RUBBER CO, THE	2021 TIRE INVENTORY	1,680.55
P0110260	00206735	SME SOLUTIONS LLC	Compliance testing. Tank monit	550.00
P0110241	00206678	ALL BATTERY SALES & SERVICE	BATTERIES	535.54
P0109870	00206785	KIA MOTORS FINANCE	2021 KIA LEASE [2019 KIA NURO]	388.55
P0110218	00206735	SME SOLUTIONS LLC	Compliance testing. Spill buck	235.00
P0110236	00206730	PRAXAIR DISTRIBUTION INC	2021 ACETYLEN & OXYGEN TANK RE	63.63
P0110282	00206798	PACIFIC RUBBER	HOSE ASSY.	64.12
P0110203	00206685	CADMAN INC	WEIGHT FEE	15.00
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
	00206786	KLEIN, LIA	EXAM APPLICATION FEES	515.00
<i>Org Key: MT4501 - Water Administration</i>				
P0110293	00206766	DEPARTMENT OF HEALTH	ANNUAL FEE (2021) WATER SYSTEM	11,292.80
<i>Org Key: MT6100 - Park Maintenance</i>				
P0110235	00206720	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	122.76
P0110188	00206701	GRAINGER	TYPE II GALV. GAS CAN	95.40
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0110233	00206727	PACIFIC AIR CONTROL INC	HVAC MAINTENANCE AT LUTHER	740.70
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
	00206778	GUINN, SHAUN	WSU PESTICIDE WEBINAR	120.00
P0110235	00206720	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	18.78
<i>Org Key: PA0125 - Mercerdale Playground Improvem</i>				
P0110238	00206736	SOUND PUBLISHING INC	Ntc. 2554701 Virtual Meeting 1	62.48
<i>Org Key: PO1100 - Administration (PO)</i>				
P0110212	00206745	WA ASSN OF SHERIFFS & POLICE	Annual Dues - Chief Holmes -	305.00
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2020	200.66
	00206763	COMPLETE OFFICE	OFFICE SUPPLIES - DEC 2020	155.50
P0110205	00206696	FBI-LEEDA	Annual Membership Dues -	50.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0109899	00206771	EPSCA	13 RADIOS FOR EMERGENCY MGMT	328.25

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0110213	00206732	REMOTE SATELLITE SYSTEMS INT'L	EMAC SAT Phone Service - Invoi	54.00
P0109899	00206771	EPSCA	ACCESS FEE REBATE EMERGENCY	-21.58
<i>Org Key: PO1650 - Regional Radio Operations</i>				
P0109899	00206771	EPSCA	60 RADIOS FOR POLICE DEPARTMEN	1,515.00
P0109899	00206771	EPSCA	ACCESS FEE REBATE POLICE	-99.60
<i>Org Key: PO1700 - Records and Property</i>				
P0110225	00206677	3RTechnology LLC	Electronics Destruction - Invo	225.00
P0110224	00206746	WASHINGTON STATE PATROL	CPL Background Checks - Invoic	159.00
P0110224	00206746	WASHINGTON STATE PATROL	CPL Background Checks - Invoic	132.50
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0110207	00206746	WASHINGTON STATE PATROL	CPL Background Checks - Invoic	53.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0110208	00206716	MAC TOWING	Impound vehicle for case - Inv	202.58
	00206757	CANTER, DAVID	RAPID COVID TEST	54.00
	00206803	SCHMALHOFER, GEORGE F	RAPID COVID TEST	49.00
P0110211	00206709	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies - Invo	23.12
P0110211	00206709	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies - Invo	17.51
P0110209	00206711	LANGUAGE LINE SERVICES	Language Line Services - Invoi	9.21
<i>Org Key: PO2201 - Dive Team</i>				
P0110210	00206743	UNDERWATER SPORTS INC.	Dive Team Equipment - Invoice	416.01
<i>Org Key: PR1100 - Administration (PR)</i>				
P0110265	00206744	UNITED REPROGRAPHICS	Illuminate MI sponsor recognit	231.21
P0110217	00206749	WRPA	Ryan Daly's WRPA membership re	172.00
<i>Org Key: PR1500 - Urban Forest Management</i>				
P0109941	00206702	Gray Owl Services Inc.	AUBREY DAVIS PARK TREE WORK	745.22
<i>Org Key: PR4100 - Community Center</i>				
P0110233	00206727	PACIFIC AIR CONTROL INC	HVAC MAINTENANCE AT MICEC	2,890.40
P0110264	00206725	MORRIS-HANSEN ENT INC	Clean exterior glass and gutte	867.60
P0110313	00206800	QUENCH USA INC	Quench 750 for LB	475.63
P0110286	00206773	FIRE PROTECTION INC	WIRELESS PANIC BUTTON	320.39
P0110286	00206773	FIRE PROTECTION INC	FIRE ALARM MONITORING	148.64
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0110262	00206725	MORRIS-HANSEN ENT INC	Clean exterior glass and gutte	421.90
P0110266	00206725	MORRIS-HANSEN ENT INC	Cleaned exterior windows at	77.00
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0110216	00206738	T2 SYSTEMS CANADA INC	February's Digital Iris Servic	77.07
P0110271	00206737	T-MOBILE	Remaining balance 1/9/21-2/8/2	20.00
<i>Org Key: PY4620 - Flex Spending Admin 2020</i>				
	00206781	HORSCHMAN, BRENT	FLEX SPENDING REIMB.	264.40
<i>Org Key: VCP402 - CIP Water Salaries</i>				
	00206775	GIDDINGS, MAYA	REGISTER FOR MRSC WEBINAR	70.00
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106873	00206688	COLUMBIA FORD	2020 FORD F550 TRUCK (REPLACEM	111,003.77
<i>Org Key: WP122R - Vegetation Management</i>				
P0108932	00206724	MONARCH LANDSCAPING WA LLC	Hollerbach OS Contract and	960.00
P0108928	00206724	MONARCH LANDSCAPING WA LLC	Luther Burbank Park North	752.00
P0108933	00206724	MONARCH LANDSCAPING WA LLC	Mercerdale Hillside Contract a	440.00
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0110274	00206684	Cabling & Technology Services	2020 RETAINAGE FOR P0108956	4,669.27
P0109661	00206686	CAMPBELL SCIENTIFIC INC.	SCE - Datalogger for Pavement	1,411.65
<i>Org Key: WS906C - Swr PS Flow Monitor Install</i>				
P0108009	00206759	CAROLLO ENGINEERS INC	2020 WASTEWATER PUMP STATION	3,353.50
<i>Org Key: YF1100 - YFS General Services</i>				
	00206726	ORTON, ANNA	MH LICENSE RENEWAL	108.50
<i>Org Key: YF1200 - Thrift Shop</i>				
P0110267	00206725	MORRIS-HANSEN ENT INC	Cleaned exterior windows and	206.00
<i>Org Key: YF2100 - School/City Partnership</i>				
	00206726	ORTON, ANNA	PLAY THERAPY TRAINING	219.99
<i>Org Key: YF2600 - Family Assistance</i>				
P0109895	00206734	SHOREWOOD #14885	Rental assistance for Emergenc	432.76
P0110237	00206700	Grace's Place	Rental Assistance for emergenc	426.00
P0110246	00206691	COUNTRY VILLAGE DAY SCHOOL	Childcare assistance for emerg	150.00
P0110305	00206808	SUNNYBEAM SCHOOL	Campership assistance for EA c	150.00
Total				586,700.27

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206677	02/24/2021	3RTechnology LLC Electronics Destruction - Invo	P0110225	INV-7181	02/03/2021	225.00
00206678	02/24/2021	ALL BATTERY SALES & SERVICE BATTERIES FOR PUMP STATION	P0110241	61254522	02/17/2021	1,465.87
00206679	02/24/2021	AM TEST INC 2021 WATER QUALITY SAMPLES	P0110185	119932	02/05/2021	300.00
00206680	02/24/2021	APPLIED ECOLOGY LLC PLANT INSTALL	P0109143	RET-1137	09/03/2020	1,742.40
00206681	02/24/2021	AT&T MOBILITY 2021 TELEMETRY	P0110231	287294353437X021	02/05/2021	1,438.22
00206682	02/24/2021	AZTECA SYSTEMS LLC 2021 Cityworks Annual Support	P0110112	INV3465	02/10/2021	39,600.00
00206683	02/24/2021	BLUETARP CREDIT SERVICES FACESHIELDS FOR HARD HATS	P0110194	47089528	01/28/2021	106.65
00206684	02/24/2021	Cabling & Technology Services 2020 RETAINAGE FOR P0108956	P0110274	R10641	12/31/2020	4,669.27
00206685	02/24/2021	CADMAN INC WEIGHT FEE	P0110203	5742178	02/10/2021	15.00
00206686	02/24/2021	CAMPBELL SCIENTIFIC INC. SCE - Datalogger for Pavement	P0109661	280326	01/29/2021	1,411.65
00206687	02/24/2021	CDW GOVERNMENT INC Trend Micro AV Renewal	P0110067	7599856	02/03/2021	3,549.62
00206688	02/24/2021	COLUMBIA FORD 2020 FORD F550 TRUCK (REPLACEM	P0106873	3-L2023	02/09/2021	111,003.77
00206689	02/24/2021	COMCAST Internet Charges/Fire	P0110250	0005511-FEB4	02/04/2021	72.41
00206690	02/24/2021	CONFIDENTIAL DATA DISPOSAL City Shredding Service -	P0110206	203848	01/26/2021	225.00
00206691	02/24/2021	COUNTRY VILLAGE DAY SCHOOL Childcare assistance for emerg	P0110246	OH014240	01/21/2021	150.00
00206692	02/24/2021	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0110254	OH014246	02/12/2021	31,188.35
00206693	02/24/2021	EASTSIDE EXTERMINATORS BI-MONTHLY SERVICES	P0110220	554455	02/11/2021	246.56
00206694	02/24/2021	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0110252	OH014247	02/18/2021	125.88
00206695	02/24/2021	ESRI ARCGIS GEOEVENT SERVICE POPULA	P0110049	93986622	02/11/2021	3,149.16
00206696	02/24/2021	FBI-LEEDA Annual Membership Dues -	P0110205	44032489-21	01/01/2021	50.00
00206697	02/24/2021	Firstline Communications Phone system annual support	P0110065	161373	01/29/2021	14,072.27
00206698	02/24/2021	FORSMAN, LOWELL LEOFF1 Retiree Medical Expense	P0110255	OH014248	02/18/2021	2,834.28
00206699	02/24/2021	GOODYEAR TIRE & RUBBER CO, THE 2021 TIRE INVENTORY	P0110186	195-1157114	02/08/2021	1,680.55
00206700	02/24/2021	Grace's Place Rental Assistance for emergenc	P0110237	OH014238	02/10/2021	426.00
00206701	02/24/2021	GRAINGER INVENTORY PURCHASES	P0110188	9800845688	02/09/2021	1,892.13
00206702	02/24/2021	Gray Owl Services Inc. AUBREY DAVIS PARK TREE WORK	P0109941	RET-1-2020	12/29/2020	745.22

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206703	02/24/2021	H D FOWLER INVENTORY PURCHASES	P0110223	I5689137/5694010	01/29/2021	5,232.93
00206704	02/24/2021	HAGSTROM, JAMES LEOFF1 Retiree Medical Expense	P0110253	OH014252	02/18/2021	289.76
00206705	02/24/2021	HOME DEPOT CREDIT SERVICE INVENTORY PURCHASES	P0110272	2014167	02/19/2021	603.67
00206706	02/24/2021	HONEYWELL, MATTHEW V Invoice #1194 Professional	P0110242	1196	02/10/2021	1,850.00
00206707	02/24/2021	IMS ALLIANCE Passports	P0110247	7657	02/15/2021	94.41
00206708	02/24/2021	INTERCOM LANGUAGE SERVICES INC Intercom invoice #21-071	P0110226	21-071	02/12/2021	390.00
00206709	02/24/2021	KROESENS UNIFORM COMPANY Uniforms Guttu	P0110211	62602	02/04/2021	681.12
00206710	02/24/2021	KUHN, DAVID LEOFF1 Retiree Medical Expense	P0110256	OH014249	02/18/2021	557.93
00206711	02/24/2021	LANGUAGE LINE SERVICES Language Line Services - Invoi	P0110209	4932562	12/31/2020	9.21
00206712	02/24/2021	LIFE ASSIST INC Stock Aid Supplies	P0110248	1076388	02/16/2021	551.20
00206713	02/24/2021	LISA A SOLI REFUND OVERPAY 00416093001		OH014243	02/17/2021	508.65
00206714	02/24/2021	LN CURTIS & SONS MSA CAIRNS Helmets (2)	P0110251	INV462251	02/05/2021	771.61
00206715	02/24/2021	LYONS, STEVEN FRLEOFF1 Retiree Medical Expen	P0110257	OH014250	02/18/2021	620.97
00206716	02/24/2021	MAC TOWING Impound vehicle for case - Inv	P0110208	21-2324294	02/03/2021	202.58
00206717	02/24/2021	Madrona Law Group, PPLC Invoice #10586 Professional	P0110243	10587	02/02/2021	25,766.00
00206718	02/24/2021	MARTIN, ERIC WA WASTEWATER COLLECTION		WA-WASTE-12/7	12/07/2020	45.00
00206719	02/24/2021	METROPRESORT DEC 2020 PRINTING & MAILING OF	P0110215	IN630973	02/11/2021	1,382.52
00206720	02/24/2021	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0110235	OH014241	01/01/2021	141.54
00206721	02/24/2021	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0110234	OH014244	01/31/2021	38.01
00206722	02/24/2021	MI SCHOOL DISTRICT #400 2021 MISD SCHOOL DISTRICT FUEL	P0110229	2021-01.31FUEL	01/01/2021	6,529.66
00206723	02/24/2021	MOBERLY AND ROBERTS Invoice #946 Professional Serv	P0110245	946	02/01/2021	7,095.46
00206724	02/24/2021	MONARCH LANDSCAPING WA LLC Luther Burbank Park North	P0108932	RET-426	12/31/2020	2,152.00
00206725	02/24/2021	MORRIS-HANSEN ENT INC Cleaned exterior windows at Fi	P0110267	62930	11/09/2020	3,518.00
00206726	02/24/2021	ORTON, ANNA MH LICENSE RENEWAL		PLAYTHERAPY0212	02/12/2021	328.49
00206727	02/24/2021	PACIFIC AIR CONTROL INC HVAC MAINTENANCE AT CITY HALL,	P0110233	670/66/67/68/69/	02/17/2021	6,414.71
00206728	02/24/2021	PACIFICA LAW GROUP LLP Ballot Measure Professional	P0110230	65792	02/11/2021	836.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206729	02/24/2021	PEHA, ROBERT & DONNA REFUND WATER SERVICE DEPOSIT	P0110201	1807-134	02/05/2021	1,660.41
00206730	02/24/2021	PRAXAIR DISTRIBUTION INC 2021 ACETYLEN & OXYGEN TANK RE	P0110236	61596520	01/31/2021	63.63
00206731	02/24/2021	RELX INC DBA LEXISNEXIS Invoice #3093088858 Library	P0110239	3093088858	01/31/2021	349.02
00206732	02/24/2021	REMOTE SATELLITE SYSTEMS INT'L EMAC SAT Phone Service - Invoi	P0110213	00111201	01/10/2021	54.00
00206733	02/24/2021	RUCKER, MANORD J LEOFF1 Retiree Medical Expense	P0110258	OH014251	02/18/2021	613.00
00206734	02/24/2021	SHOREWOOD #14885 Rental assistance for Emergenc	P0109895	OH014239	02/16/2021	432.76
00206735	02/24/2021	SME SOLUTIONS LLC Compliance testing. Tank monit	P0110218	296758Z	01/21/2021	785.00
00206736	02/24/2021	SOUND PUBLISHING INC Ntc. 2554647 Ord 21C-01 1/27	P0110238	8013137	01/31/2021	489.22
00206737	02/24/2021	T-MOBILE Remaining balance 1/9/21-2/8/2	P0110271	519850018-JAN21	02/08/2021	20.00
00206738	02/24/2021	T2 SYSTEMS CANADA INC February's Digital Iris Servic	P0110216	IRIS0000081909	01/27/2021	77.07
00206739	02/24/2021	TACOMA SCREW PRODUCTS INC 5/16" X 2" GALV. LAG SCREWS (2	P0110187	16348770	02/09/2021	56.48
00206740	02/24/2021	TALERMAN, EDWARD REFUND WATER SERVICE DEPOSIT	P0110200	1810-189	02/05/2021	12,088.53
00206741	02/24/2021	TRAFFIC SAFETY SUPPLY INVENTORY PURCHASES	P0110214	INV034991	02/21/2021	1,400.99
00206742	02/24/2021	Travelers Notary Bond - Estrada	P0110269	01073530715-FEB2	02/08/2021	80.00
00206743	02/24/2021	UNDERWATER SPORTS INC. Dive Team Equipment - Invoice	P0110210	20022031	02/05/2021	416.01
00206744	02/24/2021	UNITED REPROGRAPHICS Illuminate MI sponsor recognit	P0110265	9100518-IN	12/30/2020	231.21
00206745	02/24/2021	WA ASSN OF SHERIFFS & POLICE Annual Dues - Chief Holmes -	P0110212	DUES2021-00216	01/04/2021	305.00
00206746	02/24/2021	WASHINGTON STATE PATROL CPL Background Checks - Invoi	P0110207	121004055	02/03/2021	344.50
00206747	02/24/2021	WCMA Annual Membership Renewal - Bo	P0110273	2021-MEMBERSHIP	01/01/2021	315.00
00206748	02/24/2021	WHISTLE WORKWEAR SAFETY BOOTS & MISC. WORK CLOT	P0110193	632035	02/01/2021	256.11
00206749	02/24/2021	WRPA Ryan Daly's WRPA membership re	P0110217	6193	01/12/2021	172.00
00206750	02/26/2021	ABBOTT, RICHARD LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	165.50
00206751	02/26/2021	ADAMS, RONALD E LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	180.70
00206752	02/26/2021	AIRGAS USA LLC Oxygen/Fire	P0110303	2359399	02/16/2021	54.26
00206753	02/26/2021	AUGUSTSON, THOR LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	179.80
00206754	02/26/2021	BARNES, WILLIAM LEOFF1 Medicare Reimb		MAR2021A	03/01/2021	2,330.50

**Accounts Payable Report by Check Number**

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00206755	02/26/2021	BOOTH, GLENDON D LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	181.00
00206756	02/26/2021	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	175.90
00206757	02/26/2021	CANTER, DAVID RAPID COVID TEST		OH014277	12/30/2020	54.00
00206758	02/26/2021	CARLSON, LARRY LEOFF QUARTERLY MEDICARE		OH014270	03/01/2021	19.50
00206759	02/26/2021	CAROLLO ENGINEERS INC 2020 WASTEWATER PUMP STATION	P0108009	0194954	02/03/2021	3,353.50
00206760	02/26/2021	CDW GOVERNMENT INC VMWare vSphere Annual Support	P0110113	7791737	02/09/2021	12,799.53
00206761	02/26/2021	COMCAST 2021 PW WIFI SERVICE	P0110073	0365550-FEB21	02/07/2021	96.41
00206762	02/26/2021	COMCAST Internet Charges/Fire	P0110304	0081371-FEB21	02/11/2021	11.33
00206763	02/26/2021	COMPLETE OFFICE OFFICE SUPPLIES - DEC 2020		OH014279	12/31/2020	2,712.42
00206764	02/26/2021	COOPER, ROBERT LEOFF FIRE QUARTERLY		MAR2021A	03/01/2021	2,511.99
00206765	02/26/2021	DEEDS, EDWARD G LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	240.60
00206766	02/26/2021	DEPARTMENT OF HEALTH ANNUAL FEE (2021) WATER SYSTEM	P0110293	OH014262	01/01/2021	11,292.80
00206767	02/26/2021	DEPT OF ENTERPRISE SERVICES BUSINESS CARDS	P0110311	731104200	02/02/2021	96.89
00206768	02/26/2021	DEVENY, JAN P LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	182.00
00206769	02/26/2021	DOWD, PAUL LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	175.00
00206770	02/26/2021	ELSOE, RONALD LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	182.50
00206771	02/26/2021	EPSCA 44 RADIOS FOR FIRE 2021	P0109899	10325	02/01/2021	2,783.62
00206772	02/26/2021	FERGUSON ENTERPRISES LLC INVENTORY PURCHASES	P0110283	0960856/0960853	02/15/2021	6,891.04
00206773	02/26/2021	FIRE PROTECTION INC CITY HALL FIRE ALARM MONITORIN	P0110286	60781	02/12/2021	1,572.46
00206774	02/26/2021	FORSMAN, LOWELL LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	240.70
00206775	02/26/2021	GIDDINGS, MAYA REGISTER FOR MRSC WEBINAR		OH014272	02/09/2021	70.00
00206776	02/26/2021	GOODMAN, J C LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	220.40
00206777	02/26/2021	GRAINGER INVENTORY PURCHASES	P0110278	9809428460	02/17/2021	631.55
00206778	02/26/2021	GUINN, SHAUN WSU PESTICIDE WEBINAR		OH014271	01/20/2021	120.00
00206779	02/26/2021	HAGSTROM, JAMES LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	361.30
00206780	02/26/2021	HOLT, LINDSEY REFUND WATER SERVICE DEPOSIT	P0110299	2004-032	02/17/2021	10,988.89

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206781	02/26/2021	HORSCHMAN, BRENT FLEX SPENDING REIMB.		OH014260	02/18/2021	264.40
00206782	02/26/2021	JACOBS, LUKE CALL OUT FOR WORK		OH014274	02/13/2021	38.98
00206783	02/26/2021	JOHNSON, CURTIS LEOFF1 Medicare Reimb		MAR2021A	03/01/2021	1,366.56
00206784	02/26/2021	KELLEY, CHRIS M WATERWORKS RENEWAL PERMIT		OH014275	02/12/2021	77.00
00206785	02/26/2021	KIA MOTORS FINANCE 2021 KIA LEASE [2019 KIA NURO]	P0109870	1914423378-FEB21	02/04/2021	388.55
00206786	02/26/2021	KLEIN, LIA EXAM APPLICATION FEES		OH014273	01/15/2021	515.00
00206787	02/26/2021	KUHN, DAVID LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	182.00
00206788	02/26/2021	LEOFF HEALTH & WELFARE TRUST LEOFF FIRE RETIREES		OH014268	03/01/2021	52,207.66
00206789	02/26/2021	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		OH014267	03/01/2021	57,196.61
00206790	02/26/2021	LOISEAU, LERI M LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	165.70
00206791	02/26/2021	LOVELL, MARCUS SAFETY BOOTS & MISC WORK CLOTH		OH014261	01/24/2021	410.37
00206792	02/26/2021	LYONS, STEVEN LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	235.60
00206793	02/26/2021	McNaul Ebel Nawrot Invoice #98317 Professional	P0110297	98317	02/18/2021	79,080.17
00206794	02/26/2021	METROPRESORT FEB 2021 PRINTING & MAILING OF	P0110292	IN631094TAX	12/31/2020	2,768.94
00206795	02/26/2021	MI EMPLOYEES ASSOC MI EMPLOYEE ASSOC.		OH014265	02/26/2021	245.00
00206796	02/26/2021	MYERS, JAMES S LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	179.80
00206797	02/26/2021	OGDEN MURPHY WALLACE Invoice #848011 Professional	P0110295	848011	02/17/2021	3,540.00
00206798	02/26/2021	PACIFIC RUBBER HOSE ASSY.	P0110282	R050676	02/16/2021	64.12
00206799	02/26/2021	POLICE ASSOCIATION POLICE ASSOCIATION		OH014264	02/26/2021	2,498.06
00206800	02/26/2021	QUENCH USA INC Quench 755 for City Hall	P0110313	INV02895455	02/01/2021	1,426.89
00206801	02/26/2021	RAMSAY, JON LEOFF1 Medicare Reimb		MAR2021A	03/01/2021	817.33
00206802	02/26/2021	RUCKER, MANORD J LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	167.20
00206803	02/26/2021	SCHMALHOFER, GEORGE F RAPID COVID TEST		OH014278	12/30/2020	49.00
00206804	02/26/2021	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		MAR2021A	03/01/2021	1,341.58
00206805	02/26/2021	SEATTLE TIMES, THE Ntc. 110471 12/7 MI Next Ad (I	P0109814	4496	12/31/2020	2,850.00
00206806	02/26/2021	SMITH, RICHARD LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	249.70

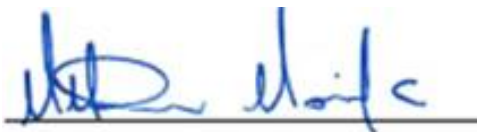


**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206807	02/26/2021	STATE OF OREGON UNEMPLOYMENT BENEFIT Q42020	P0110300	170103-5	12/31/2020	2,620.76
00206808	02/26/2021	SUNNYBEAM SCHOOL Campership assistance for EA c	P0110305	OH014258	02/22/2021	150.00
00206809	02/26/2021	THOMPSON, JAMES LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	196.40
00206810	02/26/2021	TROY, BRIAN CASEY CALL OUT FOR WORK		OH014276	02/15/2021	78.01
00206811	02/26/2021	UNITED STATES TREASURY UNITED STATES TREASURY		OH014263	02/26/2021	864.32
00206812	02/26/2021	VERIZON WIRELESS CM HOT SPOT	P0110308	9871876588	01/23/2021	40.01
00206813	02/26/2021	WALLACE, THOMAS LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	183.10
00206814	02/26/2021	WEGNER, KEN LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	144.60
00206815	02/26/2021	WEST PAYMENT CENTER Invoice #: 843166196 Subscript	P0110296	843166196	10/04/2020	730.40
00206816	02/26/2021	WHEELER, DENNIS LEOFF1 Medicare Reimb		MAR2021B	03/01/2021	181.70
00206817	02/26/2021	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0110281	557435	02/01/2021	713.78
00206818	02/26/2021	WSCCCE AFSCME AFL-CIO WSCCCE		OH014266	02/26/2021	2,388.25
					Total	<u>586,700.27</u>

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	206819-206865	3/5/2021	\$286,020.18
			\$286,020.18



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00206859	TOTAL POWER LLC	DUPLICATE PERMIT PULLED	167.59
	00206821	ADT LLC	DUPLICATE PERMIT PULLED	134.40
	00206822	ARIAL ELECTRIC INC.	DUPLICATE PERMIT PULLED	134.40
	00206835	DAY WIRELESS SYSTEMS	DUPLICATE PERMIT PULLED	134.40
	00206842	KOHL'S AUTOMATIC SPRINKLERS INC	DUPLICATE PERMIT PULLED	134.40
	00206852	POWER ELECTRIC	DUPLICATE PERMIT PULLED	134.40
	00206824	BERRY, MATTHEW	WATER METER UPSIZE NOT REQ	15.07
	00206859	TOTAL POWER LLC	DUPLICATE PERMIT PULLED	5.02
	00206821	ADT LLC	DUPLICATE PERMIT PULLED	4.03
	00206822	ARIAL ELECTRIC INC.	DUPLICATE PERMIT PULLED	4.03
	00206835	DAY WIRELESS SYSTEMS	DUPLICATE PERMIT PULLED	4.03
	00206842	KOHL'S AUTOMATIC SPRINKLERS INC	DUPLICATE PERMIT PULLED	4.03
	00206852	POWER ELECTRIC	DUPLICATE PERMIT PULLED	4.03
<b>Org Key: DS1100 - Administration (DS)</b>				
	00206820	US BANK CORP PAYMENT SYS	Services - Technology Fee	232.56
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	216.00
	00206820	US BANK CORP PAYMENT SYS	Services - Bankcard Fees	54.10
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	16.37
<b>Org Key: FN1100 - Administration (FN)</b>				
	00206820	US BANK CORP PAYMENT SYS	GFOA Training	420.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	368.00
	00206820	US BANK CORP PAYMENT SYS	Dues & Subscriptions	50.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	24.11
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	21.47
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	18.35
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	2.98
<b>Org Key: FN2100 - Data Processing</b>				
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	158.50
<b>Org Key: FR1100 - Administration (FR)</b>				
	00206820	US BANK CORP PAYMENT SYS	Portable Heaters for Station 9	121.11
	00206820	US BANK CORP PAYMENT SYS	Toaster for Station 191	77.01
	00206820	US BANK CORP PAYMENT SYS	Keyboard/Mouse - Clark	60.49
	00206820	US BANK CORP PAYMENT SYS	Door Name Plate/Clark	29.70
	00206820	US BANK CORP PAYMENT SYS	Amazon Monthly Fee	14.30
<b>Org Key: FR2100 - Fire Operations</b>				
	00206820	US BANK CORP PAYMENT SYS	5 Powerlock Heavy Duty Multito	385.05
	00206820	US BANK CORP PAYMENT SYS	Stock SCBA Batteries	301.78
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	55.04
	00206820	US BANK CORP PAYMENT SYS	Shipping Charges for Returns	12.30
	00206820	US BANK CORP PAYMENT SYS	Shipping Charges for Returns	12.30
	00206820	US BANK CORP PAYMENT SYS	Shipping Charges for Returns	6.90
	00206820	US BANK CORP PAYMENT SYS	Shipping Charges for Returns	6.90
<b>Org Key: FR4100 - Training</b>				
	00206820	US BANK CORP PAYMENT SYS	Training Video	20.00
	00206820	US BANK CORP PAYMENT SYS	Training Video	20.00
<b>Org Key: GB0103 - FS91 and FS92 Building Repairs</b>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00206820	US BANK CORP PAYMENT SYS	Chairs for Station 191	2,956.14
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00206820	US BANK CORP PAYMENT SYS	Card ID Printer - Replacment f	1,247.43
P0110328	00206832	CONFIDENTIAL DATA DISPOSAL	City Shredding Service 2/24/20	302.00
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
	00206820	US BANK CORP PAYMENT SYS	Capital-Computer Equipment	72.64
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	1,343.10
	00206820	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	1,030.54
	00206820	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	990.90
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	352.20
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	261.05
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	129.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	99.09
	00206820	US BANK CORP PAYMENT SYS	Tuition & Registrations	75.00
	00206820	US BANK CORP PAYMENT SYS	Professional Services	24.74
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	15.72
	00206820	US BANK CORP PAYMENT SYS	Computer Supplies	13.86
	00206820	US BANK CORP PAYMENT SYS	Professional Services	13.21
	00206820	US BANK CORP PAYMENT SYS	Professional Services	13.21
	00206820	US BANK CORP PAYMENT SYS	Professional Services	13.21
	00206820	US BANK CORP PAYMENT SYS	Professional Services	6.51
	00206820	US BANK CORP PAYMENT SYS	Professional Services	6.31
	00206820	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	-1,030.54
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	1,769.22
	00206819	PUGET SOUND ENERGY	PSE JAN 21	1,265.64
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0110338	00206855	ROOT CAUSE LLC	TREE REMOVAL AT ISL CRST WAY S	2,339.63
P0110338	00206855	ROOT CAUSE LLC	TREE REMOVAL AT ISL CRST WAY S	2,339.62
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 21	13.37
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	1.62
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0110290	00206827	CADMAN INC	5/8"-MINUS ROCK (64.86 TONS)	889.06
<i>Org Key: MT3100 - Water Distribution</i>				
P0110290	00206827	CADMAN INC	5/8"-MINUS ROCK (64.86 TONS)	889.07
<i>Org Key: MT3200 - Water Pumps</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 21	123.13
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 21	3,902.76
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	2,091.00
P0110310	00206837	GRAINGER	MISC. TOOLS FOR THE SEWER PUMP	945.46

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
	00206820	US BANK CORP PAYMENT SYS	Test cert purchase	87.00
	00206820	US BANK CORP PAYMENT SYS	service fee	1.74
<i>Org Key: MT3810 - NPDES Phase 2 Prog Developmt</i>				
P0109931	00206857	THE WATERSHED COMPANY	MI CATCH BASIN INVENTORY	25,401.08
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0110312	00206863	WEATHERNET LLC	WEATHERNET FOR MARCH 2021	490.00
	00206820	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	0.00
<i>Org Key: MT4200 - Building Services</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	3,350.99
	00206820	US BANK CORP PAYMENT SYS	Dryer Repairs for Station 191	530.00
	00206819	PUGET SOUND ENERGY	PSE JAN 21	92.19
<i>Org Key: MT4300 - Fleet Services</i>				
P0110289	00206851	PAPE MACHINERY INC	REPAIR ON VEC. 388	2,176.01
P0110321	00206856	SEATTLE BOAT COMPANY	Patrol 11 fuel - 2/2/21 - Invo	359.63
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	88.00
	00206820	US BANK CORP PAYMENT SYS	Fuel MI100	38.03
	00206820	US BANK CORP PAYMENT SYS	Fuel MI100	36.96
	00206820	US BANK CORP PAYMENT SYS	Fuel - MI100	36.69
	00206820	US BANK CORP PAYMENT SYS	Fuel for Commander Vehicle Tah	35.01
	00206820	US BANK CORP PAYMENT SYS	Fuel MI101	34.16
	00206820	US BANK CORP PAYMENT SYS	Fuel MI101	33.82
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0110298	00206841	IDAX DATA SOULTIONS	MI TMC & TUBES 2021	2,695.00
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	400.00
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	50.00
<i>Org Key: MT4501 - Water Administration</i>				
P0110352	00206830	CITY OF SEATTLE	Station 171 Wholesale water se	10,371.18
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	3,012.96
P0110339	00206864	WILLIAMS KASTNER & GIBBS PLLC	MOUNTAIN SOUND TRANSIT CLAIM	1,488.00
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	1,125.00
<i>Org Key: MT4502 - Sewer Administration</i>				
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	400.00
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	50.00
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	400.00
P0107187	00206853	Power Engineers Inc.	PW ASSET MGMT UPDATE	50.00
<i>Org Key: MT6100 - Park Maintenance</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 21	1,626.19
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	149.93
	00206820	US BANK CORP PAYMENT SYS	Lunch meeting with job candida	116.19
P0110307	00206826	BLUETARP CREDIT SERVICES	SLIM TRASH CAN	77.05
P0110307	00206826	BLUETARP CREDIT SERVICES	FLIP LID FOR TRASH CAN	94.10
	00206820	US BANK CORP PAYMENT SYS	Brad Johnson pesticide recert	60.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00206820	US BANK CORP PAYMENT SYS	Casey Troy pesticide recert cl	60.00
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
	00206820	US BANK CORP PAYMENT SYS	Brian Sherman pesticide recert	60.00
<i>Org Key: MT6600 - Park Maint School Fields</i>				
	00206819	PUGET SOUND ENERGY	PSE JAN 21	943.24
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	407.25
	00206819	PUGET SOUND ENERGY	PSE JAN 21	254.22
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	4.37
<i>Org Key: PO1100 - Administration (PO)</i>				
P0110325	00206854	PowerDMS	Power DMS, Accreditation and	3,724.58
	00206820	US BANK CORP PAYMENT SYS	Retiree awards	1,067.85
P0110326	00206823	AT&T MOBILITY	Police Cell Service - Jan 2021	731.65
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	174.98
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	65.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	65.00
	00206820	US BANK CORP PAYMENT SYS	Retiree Awards	38.50
	00206820	US BANK CORP PAYMENT SYS	Retiree awards	0.86
<i>Org Key: PO1350 - Police Emergency Management</i>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	365.87
<i>Org Key: PO1700 - Records and Property</i>				
P0110325	00206854	PowerDMS	Power DMS, Accreditation and	1,499.99
<i>Org Key: PO2100 - Patrol Division</i>				
P0110319	00206845	LIFE ASSIST INC	Patrol AED supplies - Invoice	638.14
	00206820	US BANK CORP PAYMENT SYS	Flashlight batteries	505.91
	00206820	US BANK CORP PAYMENT SYS	Flashlight batteries - Returne	484.39
	00206820	US BANK CORP PAYMENT SYS	Patrol uniform equipment	229.97
P0110327	00206862	Washington Bio Services Inc.	Patrol vehicle 506 decontamina	209.19
	00206820	US BANK CORP PAYMENT SYS	EOC Activation food	195.23
	00206820	US BANK CORP PAYMENT SYS	Patrol Cleaning Supplies and W	84.64
	00206820	US BANK CORP PAYMENT SYS	Door Key Card Holders - Patrol	75.67
	00206820	US BANK CORP PAYMENT SYS	Promotional Board Lunch Order	61.87
	00206820	US BANK CORP PAYMENT SYS	Promotional Board Lunch Order	54.03
	00206820	US BANK CORP PAYMENT SYS	Car Seat Check Instructional B	50.65
	00206820	US BANK CORP PAYMENT SYS	Promotional Board Lunch Order	47.53
P0110320	00206844	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	38.54
	00206820	US BANK CORP PAYMENT SYS	Patrol uniform equipment	36.62
	00206820	US BANK CORP PAYMENT SYS	First Aid Training	20.86
	00206820	US BANK CORP PAYMENT SYS	EOC Activation Supplies	20.86
	00206820	US BANK CORP PAYMENT SYS	First Aid Training	16.45
	00206820	US BANK CORP PAYMENT SYS	First Aid Training	9.46
	00206820	US BANK CORP PAYMENT SYS	Refund for flashlight batterie	-207.50
	00206820	US BANK CORP PAYMENT SYS	Refund for flashlight batterie	-276.89
<i>Org Key: PO2200 - Marine Patrol</i>				
P0110322	00206840	HISTORICAL MILITARY SALES	MP Supplies - Invoice # 923241	824.25

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: PO2201 - Dive Team</b>				
P0110276	00206850	OCCUPATIONAL HEALTH CTRS OF WA	2021 Dive Physicals for Office	1,882.00
P0110324	00206860	UNDERWATER SPORTS INC.	Dive Team Equipment - Invoice	1,270.50
P0110323	00206860	UNDERWATER SPORTS INC.	Dive Team Equipment	258.74
<b>Org Key: PO3100 - Investigation Division</b>				
P0110275	00206858	THOMSON REUTERS - WEST	West investigative services mo	442.91
	00206820	US BANK CORP PAYMENT SYS	Thumb Drives for submission of	254.34
<b>Org Key: PO4100 - Firearms Training</b>				
	00206820	US BANK CORP PAYMENT SYS	Safariland	425.00
<b>Org Key: PO4300 - Police Training</b>				
P0110325	00206854	PowerDMS	Power DMS, Accreditation and	999.97
	00206820	US BANK CORP PAYMENT SYS	Records Unit web training for	79.00
<b>Org Key: PR1100 - Administration (PR)</b>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	185.00
	00206820	US BANK CORP PAYMENT SYS	Supplies	27.43
	00206820	US BANK CORP PAYMENT SYS	Supplies	17.51
	00206820	US BANK CORP PAYMENT SYS	Day use for visit to Wenberg C	10.00
<b>Org Key: PR2100 - Recreation Programs</b>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	67.53
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	66.06
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	48.00
	00206820	US BANK CORP PAYMENT SYS	Office supply	27.53
<b>Org Key: PR4100 - Community Center</b>				
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	3,433.46
	00206820	US BANK CORP PAYMENT SYS	Repair & Maintenance Services	241.52
<b>Org Key: ST0001 - ST Traffic Safety Enhancements</b>				
P0110204	00206843	KPG	FINAL ILLUMINATION COORDINATIO	813.88
<b>Org Key: ST0020 - ST Long Term Parking</b>				
	00206819	PUGET SOUND ENERGY	PSE JAN 2021	276.43
<b>Org Key: WD908R - Basin #23.2 Improvements</b>				
P0108677	00206828	CARDNO INC	Sub Basin 23.2 Watercourse	373.75
<b>Org Key: WS901E - Sewer Sys Emergency Repairs</b>				
P0108457	00206834	DAVID EVANS & ASSOC INC	EMERGENCY SEWER REPAIR DESIGN	150.30
<b>Org Key: WS901G - Sewer System Generator Repl</b>				
P0108458	00206834	DAVID EVANS & ASSOC INC	LIFT STATION #11 GENERATOR	2,617.18
<b>Org Key: WW101P - Water System Plan</b>				
P0109465	00206829	CAROLLO ENGINEERS INC	Risk & Resilience Assessment (	1,039.36
<b>Org Key: WW102P - Water Model and Fire Flow Anal</b>				
P0107834	00206839	HDR ENGINEERING INC	2020 WATER MODELING	1,145.86
<b>Org Key: WW120S - Meter Replacement Residential</b>				
P0102980	00206839	HDR ENGINEERING INC	WATER METER REPLACEMENT	2,034.74



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WW522R - Reservoir Generator</i>				
P0110228	00206849	MURRAYSMITH INC	GENERATOR REPLACEMENT AT THE	1,791.00
<i>Org Key: WW535D - Booster Chlorination Station</i>				
P0108114	00206829	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	85,687.75
<i>Org Key: WW913R - 82nd Ave SE Watermain N of 24</i>				
P0108934	00206825	BLUELINE GROUP	2021 (81st & 82nd Ave SE) Wate	12,363.75
<i>Org Key: YF1100 - YFS General Services</i>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	686.00
	00206820	US BANK CORP PAYMENT SYS	Dues & Subscriptions	225.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	187.16
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	143.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	61.63
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	55.05
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	31.91
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	29.19
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	27.28
<i>Org Key: YF1200 - Thrift Shop</i>				
P0109242	00206836	GLOBAL INDUSTRIAL	Stack and nest storage contain	2,272.26
	00206819	PUGET SOUND ENERGY	PSE JAN 21	566.78
	00206820	US BANK CORP PAYMENT SYS	Advertising	528.48
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	218.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	121.69
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	29.67
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	8.46
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	4.75
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	2.17
<i>Org Key: YF2200 - Senior Outreach Program</i>				
	00206820	US BANK CORP PAYMENT SYS	Marjorie training	115.00
<i>Org Key: YF2600 - Family Assistance</i>				
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	1,900.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	475.00
	00206820	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	352.21
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	293.02
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	159.49
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	131.73
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	114.90
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	77.17
	00206820	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	75.67
	00206820	US BANK CORP PAYMENT SYS	Gas card for EA client	50.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
	00206820	US BANK CORP PAYMENT SYS	Professional Services	1,437.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	1,300.00
	00206820	US BANK CORP PAYMENT SYS	Professional Services	1,265.05
	00206820	US BANK CORP PAYMENT SYS	Tuition & Registrations	400.00
	00206820	US BANK CORP PAYMENT SYS	Operating Supplies	210.00



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206819	03/03/2021	PUGET SOUND ENERGY PSE JAN 21		OH014281	02/02/2021	19,864.54
00206820	03/03/2021	US BANK CORP PAYMENT SYS Operating Supplies		5539FEB21	02/08/2021	31,034.52
00206821	03/05/2021	ADT LLC DUPLICATE PERMIT PULLED		OH014282	02/26/2021	138.43
00206822	03/05/2021	ARIAL ELECTRIC INC. DUPLICATE PERMIT PULLED		OH014285	02/26/2021	138.43
00206823	03/05/2021	AT&T MOBILITY Police Cell Service - Jan 2021	P0110326	486X02192021	02/19/2021	731.65
00206824	03/05/2021	BERRY, MATTHEW WATER METER UPSIZE NOT REQ		OH014288	02/01/2021	19,343.47
00206825	03/05/2021	BLUELINE GROUP 2021 (81st & 82nd Ave SE) Wate	P0108934	20492	02/04/2021	12,363.75
00206826	03/05/2021	BLUETARP CREDIT SERVICES FLIP LID FOR TRASH CAN	P0110307	47204418	02/12/2021	171.15
00206827	03/05/2021	CADMAN INC 5/8"-MINUS ROCK (64.86 TONS)	P0110290	5743240	02/18/2021	1,778.13
00206828	03/05/2021	CARDNO INC Sub Basin 23.2 Watercourse	P0108677	307281	02/17/2021	373.75
00206829	03/05/2021	CAROLLO ENGINEERS INC Risk & Resilience Assessment (	P0108114	0195244	02/09/2021	86,727.11
00206830	03/05/2021	CITY OF SEATTLE Station 171 Wholesale water se	P0110352	SU1005560	02/11/2021	10,371.18
00206831	03/05/2021	CODE PUBLISHING CO Web Update: 21C-01	P0110333	68994	02/24/2021	2,447.43
00206832	03/05/2021	CONFIDENTIAL DATA DISPOSAL City Shredding Service 2/24/20	P0110328	204350	02/24/2021	302.00
00206833	03/05/2021	DANIEL, KAMARIA MITV 2/2 Council Mtg	P0110336	46	01/01/2021	830.00
00206834	03/05/2021	DAVID EVANS & ASSOC INC EMERGENCY SEWER REPAIR DESIGN	P0108458	482768	02/15/2021	2,767.48
00206835	03/05/2021	DAY WIRELESS SYSTEMS DUPLICATE PERMIT PULLED		OH014287	02/26/2021	138.43
00206836	03/05/2021	GLOBAL INDUSTRIAL Stack and nest storage contain	P0109242	116980346	12/08/2020	2,272.26
00206837	03/05/2021	GRAINGER INVENTORY PURCHASES	P0110310	9802652934	02/10/2021	1,218.72
00206838	03/05/2021	H D FOWLER INVENTORY PURCHASES	P0110306	I5692922/5697819	02/11/2021	13,031.98
00206839	03/05/2021	HDR ENGINEERING INC 2020 WATER MODELING	P0102980	1200326686	02/11/2021	3,180.60
00206840	03/05/2021	HISTORICAL MILITARY SALES MP Supplies - Invoice # 923241	P0110322	923241	02/10/2021	824.25
00206841	03/05/2021	IDAX DATA SOULTIONS MI TMC & TUBES 2021	P0110298	INV-0000762	01/15/2021	2,695.00
00206842	03/05/2021	KOHL'S AUTOMATIC SPRINKLERS INC DUPLICATE PERMIT PULLED		OH014283	02/26/2021	138.43
00206843	03/05/2021	KPG FINAL ILLUMINATION COORDINATIO	P0110204	1-16721	02/04/2021	813.88
00206844	03/05/2021	KROESENS UNIFORM COMPANY Patrol Uniform Supplies -	P0110320	62783	02/22/2021	38.54

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00206845	03/05/2021	LIFE ASSIST INC Patrol AED supplies - Invoice	P0110319	1076970	02/17/2021	638.14
00206846	03/05/2021	MALLORY SAFETY SUPPLY INVENTORY PURCHASES	P0109017	5016419/5025695	02/19/2021	826.52
00206847	03/05/2021	MASTERMARK Notary Stamp-Estrada	P0110331	2750441	02/02/2021	39.96
00206848	03/05/2021	MB MERCER LLC REFUND WATER SERVICE DEPOSIT	P0110302	1705-236	02/18/2021	13,498.48
00206849	03/05/2021	MURRAYSMITH INC GENERATOR REPLACEMENT AT THE	P0110228	19-2659.00-14	02/10/2021	1,791.00
00206850	03/05/2021	OCCUPATIONAL HEALTH CTRS OF WA 2021 Dive Physicals for Office	P0110276	70306144	01/28/2021	1,882.00
00206851	03/05/2021	PAPE MACHINERY INC REPAIR ON VEC. 388	P0110289	2348015	02/16/2021	2,176.01
00206852	03/05/2021	POWER ELECTRIC DUPLICATE PERMIT PULLED		OH014284	02/26/2021	138.43
00206853	03/05/2021	Power Engineers Inc. PW ASSET MGMT UPDATE	P0107187	396652	02/25/2021	5,487.96
00206854	03/05/2021	PowerDMS Power DMS, Accreditation and	P0110325	Q-119515	05/04/2021	6,224.54
00206855	03/05/2021	ROOT CAUSE LLC TREE REMOVAL AT ISL CRST WAY S	P0110338	903	02/02/2021	4,679.25
00206856	03/05/2021	SEATTLE BOAT COMPANY Patrol 11 fuel - 2/2/21 - Invo	P0110321	993-19392-29565	02/02/2021	359.63
00206857	03/05/2021	THE WATERSHED COMPANY MI CATCH BASIN INVENTORY	P0109931	2021-0084	01/12/2021	25,401.08
00206858	03/05/2021	THOMSON REUTERS - WEST West investigative services mo	P0110275	843788366	01/01/2021	442.91
00206859	03/05/2021	TOTAL POWER LLC DUPLICATE PERMIT PULLED		OH014286	02/26/2021	172.61
00206860	03/05/2021	UNDERWATER SPORTS INC. Dive Team Equipment - Invoice	P0110323	20022074	02/18/2021	1,529.24
00206861	03/05/2021	WALTER E NELSON CO INVENTORY PURCHASES	P0110291	796284	02/22/2021	1,812.40
00206862	03/05/2021	Washington Bio Services Inc. Patrol vehicle 506 decontamina	P0110327	1082	02/21/2021	209.19
00206863	03/05/2021	WEATHERNET LLC WEATHERNET FOR MARCH 2021	P0110312	2021-18084	02/25/2021	490.00
00206864	03/05/2021	WILLIAMS KASTNER & GIBBS PLLC MOUNTAIN SOUND TRANSIT CLAIM	P0110339	607200	07/27/2020	1,488.00
00206865	03/05/2021	YANG, XIAOMENG REFUND WATER SERVICE DEPOSIT	P0110301	1907-246	02/18/2021	2,997.72
					Total	286,020.18



## CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

**PAYROLL PERIOD ENDING 3.5.2021**  
**PAYROLL DATED 3.12.2021**

Net Cash	\$	531,969.01
Net Voids/Manuals		
<b>Net Total</b>	<b>\$</b>	<b>531,969.01</b>
Federal Tax Deposit - Key Bank	\$	94,070.08
Social Security and Medicare Taxes	\$	47,788.04
Medicare Taxes Only (Fire Fighter Employees)	\$	2,556.37
State Tax (Massachusetts)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	26,003.70
Public Employees Retirement System 3 (PERS 3)	\$	6,036.31
Public Employees Retirement System (PERSJM)	\$	885.68
Public Safety Employees Retirement System (PSERS)	\$	218.00
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	28,626.72
Regence & LEOFF Trust - Medical Insurance	\$	11,034.16
Domestic Partner/Overage Dependant - Insurance	\$	316.24
Group Health Medical Insurance	\$	722.60
Health Care - Flexible Spending Accounts	\$	1,619.62
Dependent Care - Flexible Spending Accounts	\$	430.76
ROTH - IRA	\$	525.00
ICMA Deferred Compensation	\$	35,881.75
Fire 457 Nationwide	\$	18,323.59
Roth - Nationwide	\$	1,050.00
Tax Levy	\$	864.32
Child Support	\$	599.99
Mercer Island Employee Association	\$	245.00
Cities & Towns/AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Fire Union Dues	\$	2,172.89
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	196.45
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Fund	\$	120.00
Transportation	\$	62.50
HRA - VEBA	\$	5,978.36
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>286,876.84</b>

<b>TOTAL GROSS PAYROLL</b>		<b>\$ 818,845.85</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_

Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date



# CITY COUNCIL MINUTES REGULAR VIDEO MEETING March 2, 2021

Item 4.

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## CALL TO ORDER & ROLL CALL

Mayor Wong called the meeting to order at 5:00 pm from a remote location.

Mayor Wong, Deputy Mayor Wendy Weiker, and Councilmembers Lisa Anderl (5:04 PM), Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using a video teleconferencing platform by Zoom.

City Manager Bon participated remotely from City Hall, 9611 SE 36th Street, Mercer Island, Washington. The City Attorney and Mercer Island City Leadership Team participated from remote locations.

## PLEDGE OF ALLEGIANCE

Mayor Wong delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Jacobson; seconded by Nice to:

**Approve the agenda.**

Passed 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

## CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- COVID-19 Update – All regions continue in Phase 2; educators and licensed childcare workers eligible
- Virtual Meetings Schedule
- 2021 Mid-Year Planning Session – April 27 from 5 to 9 pm
- 2021-2022 Department Work Plans
- Prospective Council Candidate Workshop – April 15 from 5 pm to 6:30 pm
- Board & Commission Vacancies
- Luther Burbank Docks Project Update
- PROS Plan Virtual Public Meeting
- City Service Updates
  - Town Center Moratorium – Next Steps
  - Recology Vendor Cyber Incident
  - Parenting in Place Masterclass Series
  - Emergency Management Program Update
  - Pavement Temperature Sensors Installed
- Community and Event Updates
  - Follow the Leprechaun Trail in Town Center
  - Last Chance to Support Friends of the Library Pop Up Store
  - Community Blood Drive
- Some Good News
  - Firefighters Recognized by King County
  - Community Art Exhibit – Island Lanterns

## APPEARANCES

Callie Ridolfi, Mercer Island – as representative of the King County League of Women Voters Environmental Committee, discussed sustainability and encouraged Council to create a detailed climate action plan for Mercer Island.

Roberta Lewandowski, Mercer Island – pleased that the City is proposing work on a sustainability program and appreciates the City's intention to make substantial progress on sustainability, noting that many King County cities are updating their Climate Action Plans as well.

Carolyn Boatsman, Mercer Island – expressed support for the City's sustainability program and encouraged the City Council to adopt the proposal.

There being no additional public comments, Mayor Wong closed Appearances at 5:38 PM.

## CONSENT CALENDAR

### **Approve Accounts Payable Report for the periods ending February 12, 2021 (\$736,623.27) and February 19, 2021 (\$227,513.81)**

**Recommended Action:** Certify that the materials or services hereinbefore specified have been received and that all warrant numbers listed are approved for payment.

### **Certification of Payroll dated February 26, 2021 in the amount of \$790,755.91**

**Recommended Action:** Certify that the materials or services specified have been received and that all fund warrants are approved for payment.

### **Approve Minutes of the February 16, 2021:**

**Recommended Action:** Approve the minutes as written.

It was moved by Nice; seconded by Anderl to:

**Approve the Consent Calendar and the recommendations contained therein as presented and amended.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

## REGULAR BUSINESS

### **AB 5819: Aubrey Davis Park Trail Safety Improvement Project Framework**

Ryan Daly, Recreation & Operations Manager, reported that the Aubrey Davis Master Plan (ADMP) was adopted by City Council in December 2019. At that time, City Council directed the City Manager and Parks & Recreation Commission to develop a project framework to utilize a Washington State Department of Commerce Grant specific to Aubrey Davis Park Trail Safety Improvements. Daly continued, explaining that the original funding request included trail widening, which was not in alignment with the adopted ADMP. As a result, the City need to submit a revised project scope for review and approval by the Department of Commerce.

Rory Westberg, Parks & Recreation Chair, outlined the community input process, which included five meetings since January 2020, and outlined the input received.

Paul West, Capital Projects and Planning Manager, summarized the project framework recommendation and explained that its focus was on "low impact" approaches.

It was moved by Jacobson; seconded by Anderl to:

**Approve the project framework recommendation from the Parks and Recreation Commission and authorize the City Manager to submit a Scope of Work Amendment Request to the Department of Commerce for the Aubrey Davis Park Trail Safety Improvement Project**

Passed: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

It was moved by Jacobson; seconded by Anderl to:

**Upon approval of the Scope of Work Amendment Request, direct the City Manager to commence design of the trail improvement project and direct the Parks and Recreation Commission to facilitate a public input process at the 30% design stage and prepare a final project recommendation to the City Council.**

Passed: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

#### **AB 5818: ARCH Housing Trust Fund Project Funding Approval**

Alison Van Gorp, Deputy Director of Community Planning & Development, provided an overview of the three projects recommended by the ARCH Executive Board for funding from Mercer Island's contributions to the ARCH Housing Trust Fund (HTF):

- Eastgate Supportive Housing (\$5,500)
- Samma Senior Apartments (\$5,500)
- Horizon at Totem Lake (\$44,300)

Van Gorp further explained that the current balance in the Mercer Island HTF account was \$196,718. Of this amount, \$118,636 was committed to previously funded projects that were now in development. Van Gorp also noted that if the \$55,300 for the recommended projects listed above was approved, \$22,782 would remain in Mercer Island's HTF account. The funds would then be held in an interest-bearing account, and together with the 2021 contribution (plus interest earned and any loan repayments) would be available to award to new projects in the fall 2021 funding round.

It was moved by Reynolds; seconded by Nice to:

**Approve the use of \$55,300 from the City's contributions to the ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize the City Manager to execute related agreements and documents.**

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

#### **AB 5820: Interlocal Agreement for the Independent Force Investigation Team – King County (IFIT-KC)**

Chief Holmes reviewed the 2019 legislation, known as the Law Enforcement Training and Community Safety Act (LETCSA) requiring that all applications of deadly force by police resulting in death, substantial bodily harm, or great bodily harm be investigated by an independent team of investigators, with no involvement from the involved agency. The proposed Interlocal Agreement between regional law enforcement agencies would authorize an Independent Force Investigation Team to provide independent investigations into officer-involved applications of deadly force.

Holmes further explained that during 2020, thirteen agencies in northeast King County agreed to form a regional independent investigation team to comply with LETCSA. Each participating agency will be responsible for the costs associated with investigations, training, and possible court time. The Mercer Island Police Department plans to assign one detective to the IFIT-KC. The IFIT-KC will be governed by an Executive Board comprised of the Police Chiefs and Sheriff from each participating agency.

It was moved by Nice; seconded by Weiker to:

**Authorize the City Manager to sign the interlocal agreement between regional law enforcement agencies to form the Independent Force Investigation Team of King County to provide independent investigation services in the event of an officer-involved use of deadly force, substantially in the form attached as Exhibit 1 to AB 5820.**

Passed: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

#### **AB 5822: 2021-2022 Sustainability Work Plan**

Ross Freeman, Sustainability and Communications Manager provided a brief background of the City's Sustainability Program, explaining that the proposed Sustainability Work Plan would build on past program success and focus on areas of sustainability improvements within the City's own operations. Major fundtions of the program include:



- Efficiency
- Waste & Toxics
- Energy
- GHG Emissions
- Transportation
- CIP & Operations
- Outreach & Education

Freeman continued, explaining that the program would expand existing initiatives, but also take a more visionary and holistic approach, such as applying an energy efficiency lens to CIP projects, revising the City's procurement policies and building maintenance to include sustainability options, and focusing on the collective stormwater impacts to Lake Washington across all City operations. In addition, the work plan included catching up on the past few years of GHG tracking and performance data.

City Council discussed the Sustainability Work Plan at length and made several suggestions for consideration.

It was moved by Weiker; seconded by Jacobson to:

**Approve the 2021-2022 Sustainability Program Work Plan.**

Passed: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Wong)

## OTHER BUSINESS

### Councilmember Absences

There were no absences reported.

### Planning Schedule

City Manager Bon outlined the March 16 agenda, noting that the first part of the meeting will be a joint meeting with the Utility Board and an executive session would be added to the end of the meeting. Bon also reported that outside legal counsel to address the Code of Ethics was confirmed and that he would be meeting with each Councilmember.

### Councilmember Reports

Councilmember Rosenbaum reported that the Superintendent's Advisory Committee met.

Councilmember Reynolds provided an update on several legislative items:

- Senate Bills 5126 and 5373 (Carbon bills)
- House Bills 1091, 1099, 1075, 5141
- HB 1099
- HB 1075

Reynolds also reported that he had talked to leadership and citizens regarding the homeless issue to learn what other communities are doing to help the homeless population.

Deputy Mayor Weiker provided a recycling update.

Councilmember Nice provided an update on the Renton Airport Advisory Council, noting that a letter was sent to the FAA encouraging the FAA to put back into effect the RFP procedures.

Councilmember Jacobson reported that the Parks & Recreation Commission would be meeting again on Thursday, March 4

Mayor Wong reported on the following:

- Attended the Healthy Youth Initiative Meeting on February 23
- Conservation District Board of Supervisors
- King County Regional Water Quality Committee – March 3

**ADJOURNMENT**

The regular Council Meeting adjourned at 8:05 pm.

\_\_\_\_\_  
Benson Wong, Mayor

Attest:

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5823**  
**March 16, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5823: Open Space Conservancy Trust 2020 Annual Report and 2021 Work Plan	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Accept the Open Space 2020 Annual Report and the 2021 work plan.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations/Public Works Director Alaine Sommargren, Public Works Deputy Director Kim Frappier, Natural Resources Specialist
<b>COUNCIL LIAISON:</b>	Lisa Anderl
<b>EXHIBITS:</b>	1. 2020 Annual Report 2. 2021 Work Plan
<b>CITY COUNCIL PRIORITY:</b>	n/a

## SUMMARY

In 1992, the City Council established the Mercer Island Open Space Conservancy Trust (OSCT) in response to the community’s strong desire to maintain, protect, and preserve open space on Mercer Island. The Open Space Conservancy Trust holds Pioneer Park and Engstrom Open Space in trust as public open space. The board overseeing the Trust is comprised of seven appointed citizens, including one liaison from the City Council.

The ordinance which established the Open Space Conservancy Trust requires its Board of Trustees to report to City Council annually on the status of its properties. The Trust worked with City staff during the January 21, 2021 OSCT meeting to review and finalize the 2020 Annual Report to City Council and the Trust’s 2021 Work Plan.

The Trust is presenting its 2020 Annual Report (see Exhibit 1) and 2021 Work Plan (see Exhibit 2).

## RECOMMENDATION

Motion to accept the 2020 Open Space Conservancy Annual Report and the 2021 work plan.



## INTRODUCTION

In 2020, the Open Space Conservancy Trust held meetings in January, October, and November. To minimize the risk of COVID-19 exposure, the October and November meetings were conducted remotely via the Zoom video-conferencing platform. Governor Inslee’s Proclamation No. 20-28 regarding the Open Public Meetings Act put in place statutory waivers and suspensions regarding in-person meetings.

## TRUSTEE APPOINTMENTS AND ELECTIONS

Councilmember Lisa Anderl was appointed as the Council Liaison on February 2, 2020 to serve a two-year term. Hillary Ethe was appointed by City Council as a Trustee to serve a four-year term from June 2020 through May 2024. The annual election of officers took place at the October meeting. Trustee Marie Bender was elected Chair, Trustee Thomas Hildebrandt was elected Vice Chair, and Trustee Craig Olson was elected Secretary.

## CITY OF MERCER ISLAND, NATURAL RESOURCES PROGRAM

The Natural Resources program is tasked with managing forest restoration, tree risk mitigation, and trail construction and maintenance on Trust properties – Pioneer Park and Engstrom Open Space. The program is staffed by two three-quarter time employees, who are supervised by the Parks Operations Manager.

Due to COVID-19 related budget cuts, the Parks Operations Manager and Natural Resources Specialist positions were temporarily eliminated between April and mid-June. All casual labor positions were also eliminated for the year, including positions on the seasonal Restoration and Trails Crew, which typically consists of two to three crewmembers. During this time, the Trails and Urban Forestry Specialist continued to work under the supervision of the Public Works Department. The Parks Operations Manager and Natural Resources Specialist were reinstated in June and transitioned from the Parks and Recreation Department to the Public Works Department. In 2020, the Natural Resources Program staff included:

Alaine Sommargren, Parks Operations Manager  
Kim Frappier, Natural Resources Specialist  
Andrew Prince, Trails and Urban Forestry Specialist

## FOREST HEALTH AND MANAGEMENT

### Background

Forest management of Trust properties is informed by three management plans.

- The [Pioneer Park Forest Management Plan](#) (PPMP), originally adopted in 2003, was developed to improve and expand forest management goals and objectives first established by the Trust in 1994.
- In 2009, the PPMP was amended by the Trust to incorporate recommendations from the [2008 Pioneer Park Forest Health Survey](#). The Trust commissioned this survey to quantify habitat conditions and forest health threats within Pioneer Park. The Forest Health Survey includes a Forest Health Plan (FHP) with updated management recommendations based on existing conditions as well as specific annual benchmarks based on different budget scenarios. This quantitative survey established permanent study plots that will allow for comparison with previous conditions and provide a baseline for future analysis.
- As a City open space, management of Pioneer Park is also guided by the [Open Space Vegetation Plan 10-year Evaluation and Update \(OSVP\)](#), adopted by City Council in 2015. The 2015 OSVP serves as a

comprehensive status report on the condition of vegetation on all city open spaces. It revisits the original goals of the 2004 Open Space Vegetation Plan and recommends modifications and improvements to city-wide restoration practices and levels of service.

Restoration activities outlined in these plans aim to ensure a sustainable and resilient forest landscape. Activities include invasive plant removal, ongoing maintenance, ivy ring creation, invasive tree treatment, native tree and shrub installation, and planting maintenance (For more information, see Appendix A). Annual planning and project management is conducted by the Natural Resources Specialist, while on-the-ground work is accomplished by contracted professional restoration crews, the City’s in-house seasonal crew, and volunteers.

**2020 Accomplishments**

Approximately 82 acres of Trust properties received restoration work in 2020. In response to site conditions and to meet benchmarks outlined in the 2008 Forest Health Plan, restoration work largely focused on invasive tree treatment and ivy ring creation. Due to the COVID-19 response, staff reductions, and the subsequent delay to the contracting process, a smaller number of maintenance projects were scheduled on comprehensive restoration sites. The success of restoration tasks in these areas is dependent on removing invasive herbaceous plants while they are actively growing and before they have set seed, usually in the late spring. Having missed that season, restoration efforts were reallocated within the park to tasks that would be more effective in late summer and fall. Most of the work was accomplished by professional contractors. The following is a summary of 2020 accomplishments:

Professional contractors

Restoration Task*	Pioneer Park	Engstrom Open Space
Invasive removal maintenance	3.3 ac	
Ivy rings	34.0 ac	
Planting maintenance	8.3 ac	
Invasive Tree Treatments	59.0 ac	5.7 ac
Tree and shrub installation	0.5 ac	

*\*See Appendix A*

Volunteers

The City of Mercer Island’s Natural Resources program contracts EarthCorps to lead volunteer stewardship events at Pioneer Park as well as conduct outreach in the community to engage and educate Mercer Island residents about forest restoration. In keeping with Washington State Department of Health COVID-19 safety guidance, all regularly scheduled large-scale volunteer events were cancelled from March-July and November-December. EarthCorps held one regularly scheduled event in February before cancelling events through most of the summer. In response to state mandated social distancing protocols, EarthCorps developed a revised protocol to host small events of up to five volunteers and hosted three modified events at Pioneer Park in August, September, and October. Volunteer restoration primarily consisted of invasive removal maintenance on the west perimeter of the park, along 84<sup>th</sup> Avenue SE. In addition, City staff and EarthCorps led a successful planting in the NW quadrant of Pioneer Park to celebrate the City’s 3<sup>rd</sup> Annual Arbor Day on October 19th.

**Forest Health Plan Progress**

The Natural Resources program implements the management recommendations and benchmarks outlined in the FHP. The benchmarks serve as a guide to managing forest health on Trust Properties. Between 2009 and 2014, the Natural Resources program was able to get ahead of schedule due to a favorable bidding climate and lower contracting costs. Beginning in 2015, the regional demand for qualified restoration contractors increased and costs increased significantly. Implementation of tree planting and associated maintenance slowed during the last

two biennia so the program could focus on additional maintenance needed on existing projects. However, Natural Resources staff continued to advance restoration priorities while addressing challenges and making effective use of available resources. Twelve years into the FHP, restoration efforts are overall on track, particularly regarding invasive tree treatments, ivy ring creation, and tree planting.

In 2020, restoration work focused on maintenance of existing projects, so there were no large-scale plantings by professional contractors nor any new comprehensive invasive removal projects. During the last several years, tree planting efforts were impacted by summer drought conditions which contributed to high plant mortality. This required replanting in previously planted areas and supplemental watering. Although the FHP calls for one year of maintenance post-plant installation, some areas required supplemental plant maintenance largely due to robust regrowth of Himalayan blackberry. As outlined in the FHP benchmarks and in response to vigorous ivy regrowth during the last 10 years, staff also prioritized ivy ring maintenance on sites that had been originally completed in 2010. Staff also prioritized a second round of invasive tree treatment for English holly, cherry laurel, and other invasive tree species. Table 1 outlines actual progress made to date versus proposed benchmarks outlined in the 2008 FHP:

**Table 1. Forest Health Plan Cumulative Progress in Pioneer Park, 2009-2020**

Restoration Task	Proposed (acres)	Actual (acres)
Invasive tree treatment	93	105
Invasive tree treatment maintenance	93	93
Ivy ring creation	77	75
Ivy ring maintenance	93	34
Tree planting	89	71
<i>Replanting due to high mortality</i>	<i>n/a</i>	14
Plant maintenance (1-year post-planting)	84	68
<i>Supplemental plant maintenance due to site conditions</i>	<i>n/a</i>	84

**Forest Health Survey 10-year data collection**

The Pioneer Park Forest Health Survey specified that data be re-collected every ten years, to track changes in ecological health. In summer 2018, the City hired two field technicians to collect vegetation data in the survey’s study plots. Due to staffing changes and constraints in 2019, staff were unable to complete analysis and provide a report to the Trust. In 2020, the Natural Resources program hired EarthCorps, whose staff ecologist analyzed the data and prepared a preliminary report to City staff in December 2020. Natural Resources staff will present findings to the OSCT in early 2021.

**LETTERBOXING PROGRAM**

The Letterboxing Program is a collaborative effort between Parks and Recreation staff, OSCT Board Members, and community volunteers. Due to COVID-19 related staff reductions to the Parks and Recreation Department, and adherence to state and county public health guidelines, the Letterboxing Program was cancelled in 2020.

**LEASH POLICY EDUCATION EFFORTS**

In 2020, leash policy education was accomplished through the distribution of the “Dog Owner’s Guide to Mercer Island Parks” brochure, which provides park users with information about voice/signal control and the location of off-leash versus on-leash parks. Due to staffing shortages, the brochure was distributed to the Pioneer Park kiosk by Parks Maintenance team members during park checks. There were no off-leash dog workshops offered in 2020.

**TRAILS**

The Natural Resources team continued to manage trails for safety and access in 2020. Due to the elimination of casual labor in 2020, seasonal crew members that would typically handle trail brushing and repairs were not hired. The Trails Specialist and Parks Maintenance staff did their best to keep up with brushing and leaf blowing but levels of service were not as high as they usually are. As a result, the 2021 trails work plan calls for additional maintenance and repair work on Trust property trails.

**URBAN FORESTRY**

Tree risk mitigation continues to be a primary focus of urban forestry efforts in Pioneer Park. Certified staff arborists make decisions each year to remove dead, dying, or structurally defective trees to reduce the risk of trees failing and causing injury, property damage, or interference with utility lines or roadways. Trees are retained through corrective pruning or as wildlife snags when possible, but tree removals are occasionally necessary. In the case of whole tree removals, the wood from the tree is left to decompose on site as habitat and to improve soil conditions. Dead and dying trees continue to make up the majority of tree removal work. In 2020, the City contracted the removal of four trees for risk mitigation. Staff continued to monitor park boundaries regularly for tree risk.

## Appendix A. Definitions

### Comprehensive restoration

The process of assisting the ecological recovery of an ecosystem that has been degraded or damaged by removing invasive plant species, replanting native trees and shrubs, and addressing soil health issues. Comprehensive restoration within the Mercer Island Natural Resources program refers to the practice of controlling all invasive plant species within a site versus practices that address only one species or issue such as ivy rings or invasive tree treatment.

### Invasive plant

Introduced nonnative plant species with traits that allow them to thrive outside their natural range and outcompete native species. Invasive plants are typically adaptable and aggressive, suppress natural forest regeneration, decrease biodiversity, and threaten the long-term resilience and sustainability of native habitats. Invasive plants are known to have environmental, economic, and health impacts.

### Invasive removal

The eradication of invasive shrubs and herbs primarily accomplished through the manual removal of root systems and above ground vegetation. In limited circumstances, herbicides may be used if manual removal would lead to further spread of the invasive species or cause significant soil disturbance in critical areas. **Invasive removal maintenance** refers to the practice of ongoing invasive removal in areas where comprehensive invasive removal has already occurred.

### Invasive tree treatment

Invasive trees include species such as English holly, cherry laurel, bird cherry, and European hawthorn. Invasive trees are eradicated using a combination of herbicide treatments and manual removal. For all invasive trees greater than 1 inch diameter, the stems are injected using an EZ-Ject lance. For trees less than 1 inch diameter, herbicide is painted on to the freshly cut stem. Small saplings may be manually removed. Invasive tree treatment “maintenance” refers to those areas where subsequent invasive tree treatment is needed due to regrowth.

### Ivy ring creation

The removal of English ivy from all trees, snags, stumps, and structures at chest height and removal of all vines and leaves from that point downward. Surface ivy roots are grubbed out within a 3-foot radius from the base of the tree or structure in all directions, taking care not to damage tree roots. Ivy ring “maintenance” refers to those areas where subsequent ivy ring creation is needed due to regrowth.

### Native tree and shrub installation

Native trees and shrubs are those species that have evolved in and occur naturally within the Pacific Northwest ecoregion. Due to the region’s mild winter climate, plant installation occurs between October and January to allow roots to get established before the dry summer season. Plants are selected according to their light, water, and soil moisture requirements. In areas with significant invasive cover, 4-foot diameter weed-free “planting circles” are established around each native plant. Each plant is mulched using on-site leaf litter or arborist chips and watered if the site is accessible.

### Planting maintenance

Planting maintenance refers to the practice of creating 4-foot diameter weed free circles around each tree or shrub in a planting area. All non-native plants are removed from the circle and fresh mulch is placed within the circle. Each planting will receive at least one year of planting maintenance post installation depending on site conditions.





# Mercer Island Open Space Conservancy Trust

## 2021 Work Plan

Meeting Date	Agenda Item
January 21	<b>Annual Report to Council:</b> The Trust is required in its by-laws to report to City Council each year on the status of Trust properties.
	<b>Work Plan:</b> The Trust develops a list of topics that it intends to address during the year (this document). This work plan is submitted to City Council with the Annual Report as a courtesy.
	<b>Fire Management Plan:</b> The Trust will consider revisions to the plan, which is part of the 2003 Pioneer Park Forest Management Plan.
	<b>Engstrom Open Space:</b> Discuss ownership status.
	<b>Quadrant Reports (ongoing item):</b> Trustees will report on the condition of certain quadrants at Trust board meetings.
March 18	<b>PROS Plan update:</b> City staff will report on status of PROS Plan development and discuss Trust participation.
	<b>Forest Health Survey – 10-year update:</b> Staff will present results and analysis of 2018 data collection
	<b>Restoration Work Plan:</b> City staff report to the Trust its planned restoration activities, and recap work completed in the previous year.
	<b>Letterboxing program:</b> The Trust will reach out to letterboxing volunteers about the potential to launch the program.
May 20	<b>Plant selection:</b> Staff will report on current considerations for plant selection in restoration work on Trust properties.
	<b>Trail Work Plan:</b> City staff report to the Trust its intended maintenance activities in the spring of each year, and recap work completed in the previous year. This report includes status of recently decommissioned social trails on Trust properties.
	<b>Off-leash dogs:</b> The Trust will evaluate success of education measures over the past year and discuss possible changes.
July 15	<b>Election of Officers:</b> The Trust is required by its bylaws to elect officers at its July meeting each year.
	<b>Permanent restroom facility:</b> The Trust will discuss potential options for the restroom facility at Pioneer Park.
	<b>Parking on 84<sup>th</sup> Ave SE:</b> The Trust will discuss possible changes to parking on the west side of the NW Quadrant.
September 16	<b>Eagle Project recognition:</b> The Trust will recognize Eagle projects that have benefitted Trust Properties.
	<b>Herbicide application report:</b> City staff will report on the use of herbicides on Trust properties each year, in accordance with the Herbicide Use Protocol.
November 18	

*Note: The listing of an item under a particular month indicates that the item will be introduced at that meeting. There may be follow-up discussions and decisions at subsequent meetings, as directed by the Chair.*



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5825**  
**March 16, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5825: Correcting the schedule of Special Service Charges for the Water Utility (MICC 15.12.10)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve Resolution No. 1595.	

<b>DEPARTMENT:</b>	Finance
<b>STAFF:</b>	Matt Mornick, Finance Director LaJuan Tuttle, Deputy Finance Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Resolution No. 1588 (also linked) 2. Resolution No. 1595
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

## SUMMARY

City Council approved [Resolution No. 1588](#) at its November 17, 2020 meeting, providing for classifications of water users, setting a bi-monthly scheduled of rates and charges for water usage and fire service, and setting a schedule of special services charges, meter installation charges, and connection charges.

In late January 2021, staff discovered a few scrivener’s errors in the Special Service Charges table outlined in Resolution No. 1588 (see Exhibit 1, page 3), including an erroneous amount that listed the “Locked water meter due to theft” fee at \$25. The correct fee is \$250. Resolution 1595 (see Exhibit 2) corrects the error in the fee established to recover operating costs incurred.

The typos identified elsewhere in the original, Special Service Charges table will be corrected on future resolutions.

## RECOMMENDATION

Approve Resolution No. 1595 correcting the service charge for a locked water meter due to theft, effective January 1, 2021.

**CITY OF MERCER ISLAND  
RESOLUTION NO. 1588**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON PROVIDING FOR CLASSIFICATIONS OF WATER USERS; SETTING A BI-MONTHLY SCHEDULE OF RATES AND CHARGES FOR WATER USAGE AND FIRE SERVICE; AND SETTING A SCHEDULE OF SPECIAL SERVICE CHARGES, METER INSTALLATION CHARGES, AND CONNECTION CHARGES EFFECTIVE JANUARY 1, 2021 AND THEREAFTER.**

WHEREAS, the City of Mercer Island provides water service to customers; and

WHEREAS, the City of Mercer Island is authorized to set rates and charges for the Utility under Chapter 15.12 of the Mercer Island City Code;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AS FOLLOWS:

**Section 1. Classifications of Water Users Effective January 1, 2021**

The following classifications of users are hereby adopted by the City for the City water system effective January 1, 2021, and thereafter.

- A. Single Family.** "Single Family" shall mean a residential structure or dwelling as defined in the City of Mercer Island Zoning Code, capable of being conveyed by separate title, served by a single domestic water meter. Provided, that where prior to December 1, 1980, more than one single family dwelling was served through a single common water meter, such service shall be allowed to continue under the "Single Family" classification until such time as the property or properties are subdivided into separate parcels, or when a higher demand for water service, as determined by the City, is required by a change in use or zoning.
- B. Low Income.** "Low Income" shall mean a person who shows satisfactory proof that he or she is living in a single family residence, and has a maximum annual income of not more than seventy percent (70%) of the Washington State median income as applicable for the number of individuals in the household as computed annually by the State or City. Applicants shall provide such data as to verify eligibility, upon forms provided by and in the manner determined by the City of Mercer Island.
- C. Multi-Family.** "Multi-Family" shall mean a residential structure or facility designed and/or used to house two or more families living independently of each other, including but not limited to, duplexes, triplexes, apartment buildings and condominiums, but shall not include hotels and motels.
- D. Commercial.** "Commercial" shall mean a structure or facility designed and/or used to conduct business and commerce, including but not limited to, motels, hotels, professional, private schools, industrial, churches and all other commercial/business users.
- E. Public.** "Public" shall mean structures and facilities used by governmental entities including the state, county, City of Mercer Island and other municipal corporations of the state and public schools of the Mercer Island School District.

F. **Irrigation.** "Irrigation" shall mean all meters used for the purpose of watering shrubbery, lawns, flower beds, gardens, ornamentals and the like.

**Section 2. Schedule of Rates and Charges for Water Usage and Fire Service Effective January 1, 2021**

A. **Rates.** The bi-monthly rates for metered water supplied by the City of Mercer Island for each one hundred (100) cubic feet of water consumed are set forth below:

<b>Residential Bimonthly Water Rates</b>					
	<b>Fixed Charge</b>	<b>Volume Charge</b>			
<b>Class</b>	<b>Per Meter Equivalent*</b>	<b>Block 1 (0-10 ccf)</b>	<b>Block 2 (11-20 ccf)</b>	<b>Block 3 (21-30 ccf)</b>	<b>Block 4 (31+ ccf)</b>
Single Family Residential	\$38.82	\$4.61	\$7.79	\$9.36	\$12.59
Low-Income Residential	\$38.82	\$1.15	\$1.95	\$2.34	\$3.15
Conservation Surcharge**				\$0.10	\$0.30
	<b>Fixed Charge</b>	<b>Volume Charge</b>			
<b>Class</b>	<b>Per Meter Equivalent*</b>	<b>All Use (0-99+ ccf)</b>			
Multi-Family Residential	\$38.82	\$6.83			

\* Meter Equivalentents are summarized in a following table. The total meter equivalent charge is based on the meter size and is calculated by multiplying the meter equivalentents by the per meter equivalent rate.

\*\* A surcharge of \$0.10 per ccf for single family residential bimonthly usage between and including 21 and 30 ccf, and \$0.30 per ccf for bimonthly usage in excess of 30 ccf, shall be included in the rates as an incentive to conserve and may be used to fund conservation education. This surcharge shall apply on consumption of water from June 1 through September 30.

<b>Non-Residential Bimonthly Water Rates</b>			
	<b>Fixed Charge</b>	<b>Volume Charge</b>	
<b>Class</b>	<b>Per Meter Equivalent*</b>	<b>Winter** (All Usage)</b>	<b>Summer** (All Usage)</b>
Commercial/Public	\$ 38.82	\$ 4.24	\$ 10.54
Irrigation	\$ 38.82	\$ 6.35	\$ 13.34

\* Meter Equivalentents are summarized in a following table. The total meter equivalent charge is based on the meter size and is calculated by multiplying the meter equivalentents by the per meter equivalent rate.

\*\* Seasons: Summer is June 1 through September 30; October 1 through May 31 is winter.

Table of Meter Equivalents and Fixed Charges		
Meter Size	Meter Equivalent	Fixed Charge
3/4 Inch or Smaller	1.0	\$ 38.82
1 Inch	2.5	\$ 97.05
1-1/2 Inch	5.0	\$ 194.10
2 Inch	8.0	\$ 310.56
3 Inch	16.0	\$ 621.12
4 Inch	25.0	\$ 970.50
6 Inch	50.0	\$ 1,941.00

**B. Fire Service Rates.** There is hereby established a schedule of rates for fire service which are the minimum monthly service charges for fire protection purposes exclusively for any two months, or fractional part thereof, as follows:

Service Connection	Rate
2 inch	\$ 36.42
3 inch	\$ 36.42
4 inch	\$ 45.99
5 inch	\$ 45.99
8 inch	\$ 65.20

**C. Rates for Unauthorized Use.** Water taken through unauthorized connections to the City water system shall be charged at double the rates set forth above based on the applicable "Classification of User" from the date of the commencement of such unauthorized use.

**Section 3. Special Service Charges, Meter Installation Charges and Connection Charges Effective January 1, 2021**

The following special service charges, meter installation charges, and connection charges are hereby adopted by the City.

**A. Special Service Charges.** There is hereby established a schedule of service charges to recover operating costs incurred in establishing new accounts, changes in occupancy, special service requests by customers, delinquent account collections and processing of NSF checks as follows:

Service Charge	Fee
New water set-up fee (meter reading)	\$ 40.00
Water shut-off, requested by user, during normal working hours	\$ 30.00
Water shut-off, requested by user, after hours	\$ 170.00
Non-payment dorr hanger notification (each occurrence)	\$ 25.00
Non-payment water turn on/turn off, normal working hours	\$ 80.00
Non-payment water turn on/turn off, after hours	\$ 195.00
Locked water meter due to theft	\$ 25.00
Non-sufficeint funds (check handling fee)	\$ 40.00

- B. Meter Installation Charges.** There is hereby established a schedule of meter installation charges for connection of new meters to the City water system, and for changes to water service where the previous type of use has been changed or increased as follows: For meters of all sizes, the charge will be based on the actual cost of installation. A deposit is required, based on the estimated cost, and is collected at the time of permitting the work.
- C. Connection Charges.** There is hereby established a schedule of connection charges for the installation of water service to property not previously served or for the installation of water service for an additional type of use and/or increase in meter size as follows:

Meter Size	Connection Charge
3/4 Inch or Smaller	\$ 2,599
1 Inch	6,498
1-1/2 Inch	12,997
2 Inch	20,794
3 Inch	41,589
4 Inch	64,983
6 Inch	129,965

Connection charges are studied periodically and adjusted for inflation in years between studies. The inflation factor applied is CPI-W First Half for Seattle-Tacoma-Bellevue.

For meter upsizes, the difference in the connection charge between the new meter size and the old meter size will be charged.

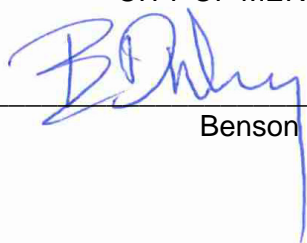
The provisions of this section shall not be construed to apply to additional water service for fire protection purposes.

**Section 4. Effective Date**

This resolution shall take effect and be in force on and after January 1, 2021. Nothing contained herein shall affect the amount of collection of rates, fees, and charges established prior to January 1, 2021.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS REGULAR MEETING ON THE 17<sup>TH</sup> DAY OF NOVEMBER, 2020.

CITY OF MERCER ISLAND

  
 \_\_\_\_\_  
 Benson Wong, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Deborah A. Estrada, City Clerk

**CITY OF MERCER ISLAND  
RESOLUTION NO. 1595**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON  
AMENDING THE SCHEDULE OF SPECIAL SERVICE CHARGES TO  
CORRECT A SCRIVENER’S ERROR IN THE FEE FOR LOCKED WATER  
METER DUE TO THEFT**

WHEREAS, the City of Mercer Island provides water service to customers and owns and operates a water utility system (“Water Utility”); and

WHEREAS, the City of Mercer Island is authorized to set rates and charges for the Water Utility under Chapter 15.12 of the Mercer Island City Code; and

WHEREAS, the City Council on November 17, 2020 approved Resolution No. 1588, which incorrectly listed the fee for Locked Water Meter Due to Theft as \$25.00, rather than \$250.00, due to a scrivener’s error;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AS FOLLOWS:

**Section 1. Correcting Scrivener’s Error in Special Service Charges, Meter Installation Charges and Connection Charges Effective January 1, 2021**

The charge for “Locked Water Meter Due to Theft” is hereby corrected as set forth below. All other rates, fees, or charges as set by Resolution 1588 shall remain unchanged.

Service Charge	Fee
Locked water meter due to theft	\$ 250.00

**Section 2. Effective Date**

This resolution shall take effect and be in force as of the date of Council passage. Further, nothing contained herein shall affect the amount of rates, fees, and/or charges established prior to January 1, 2021.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS REGULAR MEETING ON THE 16<sup>TH</sup> DAY OF MARCH, 2021.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Benson Wong, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5828**  
**March 16, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5828: Interlocal Agreement with Mercer Island School District for School Resource Officer Services	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Authorize the City Manager to sign the Interlocal Agreement with Mercer Island School District for School Resource Officer Services.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Police
<b>STAFF:</b>	Ed Holmes, Police Chief Jeff Magnan, Police Services Commander
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Interlocal Agreement for School Resource Officer Services between City of Mercer Island and Mercer Island School District
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

## SUMMARY

The purpose of this Agenda Bill is to authorize the City Manager to sign an Interlocal Agreement (“ILA”) with the Mercer Island School District (“MISD”) for School Resource Officer (“SRO”) services. The new ILA provides a more equitable funding model and includes language to automatically renew each year.

### BACKGROUND

The City has provided SRO services to MISD since 1996. Under the terms of the original ILA the MISD paid a flat rate for the SRO services. Given the flat rate model, the City would have to regularly renegotiate this amount to account for inflationary changes. In 2010, the ILA was updated to convert the flat rate to a percentage. At that time, MISD was paying the equivalent of 17% of the cost for the SRO, and the language in the ILA reflected this 17% payment from the MISD.

### INTERLOCAL AGREEMENT CHANGES

The new ILA increases the percentage paid by the MISD from 17% for twelve months, to 50% for the nine-month school year. The estimated annual amount the City will receive from the MISD for will be approximately \$52,000. Since 2021 is a transition year for both the change in the percentage paid by the MISD and the officer serving as the SRO, the payment from the MISD for 2021 is estimated to be



approximately \$41,000. The payment from the MISD for 2022 is estimated at \$52,000. This agreement and the percentage increase covered by the MISD more closely aligns with agreements neighboring agencies have with their school districts.

The new ILA also now reflects actual SRO program operation, to include the time the SRO spends at the schools. There are no other substantive changes to the ILA, other than RCW updates.

#### **INTERLOCAL AGREEMENT TERM AND TERMINATION**

The ILA will commence on September 1, 2021 and will automatically renew annually under the same terms and conditions. Either party can terminate the ILA with sixty (60) days written notice prior to the annual renewal date.

#### **RECOMMENDATION**

Authorize the City Manager to sign the Interlocal Agreement with the Mercer Island School District for School Resource Officer Services.

## INTERLOCAL AGREEMENT REGARDING SCHOOL RESOURCE OFFICER SERVICES

This Interlocal Agreement (“Agreement”) is entered into as of March 6, 2021, by and between Mercer Island School District No. 400 (“District”), and the City of Mercer Island, a municipal corporation of the State of Washington (“City”), and replaces the parties’ School Resource Officer Agreement dated August 1, 2010.

Since February 1996, the City has provided School Resource Officer (“SRO”) services to the District through the City’s Police Department (“Department”) to improve school safety and educational climate at the District’s schools.

In consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. **Purpose.** The purpose of this Agreement is to set forth the terms and conditions for the continuance of SRO services by the City in compliance with state law. The role of the SRO involves these parts: educator, informal counselor, and law enforcer. The SRO shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. State law, specifically RCW 28A.320.124(2), requires an agreement between school districts and the local law enforcement agency for implementation of an SRO program and specifies elements that must be incorporated into such an agreement. Each year, prior to its adoption, the District shall review this Agreement through a process that involves parents, students, and community members. *Id.* Additionally, this Agreement fulfills the requirements of RCW 10.93.160 and formalizes and clarifies the partnership between the District and the Department. This Agreement is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter.
2. **Duration/Termination.** This Agreement shall commence on September 1, 2021, and terminate on August 31, 2022, provided that it shall automatically renew for additional one-year terms under the same terms and conditions, unless either party gives the other party sixty (60) days written notice of its intent to terminate this Agreement prior to the annual renewal date. Upon termination, the District shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination, prorated accordingly; and the City shall be released from any obligation to provide further SRO services as are affected by the termination.
3. **Annual Cost Confirmation:** Each year prior to the District publishing its budget and in no event later than seventy-five (75) days prior to the annual renewal date, the Department, on behalf of the City, will provide the District’s finance department with the anticipated cost of the SRO program for the upcoming year.
4. **SRO Service Location(s).** Pursuant to this Agreement, the City will provide SRO services to Mercer Island High School (“MIHS”), including the Crest Learning Center, and Islander Middle School (“IMS”), collectively the “Schools.”
5. **SRO Duties:** The SRO shall be a commissioned police officer who shall serve as safety expert, law enforcer, problem solver, liaison to community resources, and educator/instructor for staff

and students. The services provided by the SRO are in addition to the normal police services already provided by the Department. The SRO, when acting under their official capacity as school resource officer, shall not be asked to perform duties restricted under RCW 10.93.160(3). The parties agree that the SRO duties include, but may not be limited to:

- a. *Uniform:* The SRO will provide a uniformed presence on campus as the parties agree that this promotes safety and provides a positive resource to the Schools, their respective feeder schools, and surrounding neighborhoods.
- b. *Primary Contact:* The SRO will serve as a liaison between the District, its schools, and the Police Department. The SRO will assume primary responsibility for handling calls for service from the Schools and coordinating the response of other police resources. As primary contact, the SRO will establish and maintain a working rapport with District staff and students.
- c. *Resource:* As a problem solver and educator/instructor, the SRO will assist the District in identifying environmental changes that can reduce crime and/or other negative conduct, such as bullying, in or around the Schools. The SRO may be called upon to assist in educating staff and students about crimes in which students are especially likely to be offenders or victims, such as vandalism, shoplifting, and sexual assault by acquaintances, etc.
- d. *District Policies/Procedures:* The SRO will comply with District policies and procedures to the extent that they do not conflict with the Department's policies and procedures.
- e. *Student Discipline:* The SRO will not act as a disciplinarian, but may assist each of the Schools with discipline problems through the support of conflict resolution and/or restorative justice. If a problem or incident is a violation of the law, the SRO will determine whether law enforcement action is appropriate.
- f. *Meeting/Event Participation:* If requested by the District, the SRO, when available, will participate in school staff meetings, PTA presentations, District committees, and other parent/community programs. The SRO shall make reasonable efforts to be available if requested to attend such events at least seven (7) days in advance.
- g. *Other Duties:* The SRO will perform other duties as mutually agreed upon by the District Superintendent, City Police Chief and the SRO, provided the duty is legitimately and reasonably related to the SRO services described in this Agreement and is consistent with applicable law and District policies, procedures, rules and regulations.
- h. *Scheduling:* As resources permit, the SRO will be assigned on a full-time basis, less any scheduled vacation time, sick time, training time, court time, or any other required police-related activity. While either School is in session, the scheduling of the SRO will be determined by mutual agreement of the District and the Department. The SRO will generally be scheduled to be physically present in one or both of the Schools for not less than 20 (twenty) hours per week. Should the SRO take vacation while either School is in session, the Department shall provide the School(s) an alternate contact person during the absence of the SRO. If the SRO takes an extended vacation or leave of absence, the Department will arrange for appropriate School coverage if schools are

in session.

- i. *SRO Termination/Resignation:* In the event a Principal of a School has cause to believe that the particular SRO is not effectively performing the services under this Agreement, the Principal may recommend to the District and Department that the SRO be removed from the SRO program and replaced. Such recommendation must be in writing and include the reasons why the Principal is requesting the removal and replacement. Within a reasonable period after receiving the recommendation, the Superintendent or designee will meet with the Chief of Police or designee, to resolve the stated issues. If the issues cannot be resolved, in the opinion of both the Superintendent and Chief of Police, or their designees, the SRO will be removed from the SRO program and a replacement SRO will be selected in accordance with this Agreement and any applicable provisions of the Police Union Collective Bargaining Agreement.

## 6. District Responsibilities

- a. *District Cost:* In consideration for the SRO services provided pursuant to this Agreement, the District will pay the City the amount equal to fifty percent (50%) of the cost of the SRO program for the approximately nine-month academic year. These funds shall be used for SRO salary and training. This payment shall be made in a single installment on or before each November 30, during the term of the Agreement.
- b. *District Trainings:* While the City and Department are responsible for the SRO's training (*see 7*, below), the SRO may attend/access any District-offered training at no expense to the SRO or the Department other than the cost of materials.
- c. *Facilities:* At each School, the SRO shall be provided access to an office with a dedicated telephone to be used for general business purposes as well as an iPad and/or computer, as requested by the Department. The SRO will also be provided access to a cabinet that can be locked for the storage of files and other material. Any devices provided to the SRO shall remain District property.
- d. *Safety/Security:* Both parties understand and agree that the District retains its legal responsibility for the safety and security of the District, its employees, students and property and this Agreement does not alter that responsibility.
- e. *The District shall participate in the selection of the SRO.* However, the decision to hire and retain an SRO ultimately rests with the Department as the SRO is a Department employee not an employee of the District.

**7. SRO Employee Status.** The SRO shall, at all times, remain a City employee and shall not be an employee of the District. The SRO shall remain responsive to the supervision and chain of command of the Department. The Department shall be responsible for the hiring, training, discipline, and dismissal of the SRO. All liabilities for salaries, wages, any other compensation, and work-related injury or sickness shall be that of the City. The Department shall have the right to utilize the SRO on a full-time basis from the end of the school year to the week immediately before the following school year.

**8. Standard of Performance.** All services provided hereunder by the City shall be performed diligently and competently and in accordance with professional standards. Any allegation of improper conduct by an SRO will be referred to the SRO's immediate supervisor or directly to

the Chief of Police.

The Department confirms that any SRO assigned to the District has been trained in all topics required by RCW 28A.320.124(1), including:

- constitutional and civil rights of children in schools, including state law, governing search and interrogation of youth in schools;
- child and adolescent development;
- trauma-informed approaches to working with youth;
- recognizing and responding to youth mental health issues;
- educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- collateral consequences of arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- local and national disparities in the use of force and arrest of children;
- de-escalation techniques when working with youth or groups of youth;
- state law regarding restraint and isolation in schools, including RCW 28A.600.485;
- bias-free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, Lesbian Gay Bisexual Transgender and Queer (LGBTQ), and immigrants; and
- the federal Family Educational Rights and Privacy Act (FERPA) requirements, including limits on access to and dissemination of student records for non-educational purposes.

## 9. Indemnity.

- a. *District*: The District shall defend, indemnify, and hold harmless the City and its officers, officials, employees, volunteers, and agents from any and all claims, injuries, damages, losses, or suits of any nature whatsoever, including attorney fees, relating to, arising out of, or resulting from the acts, errors, or omissions of the District and its officers, employees, volunteers, or agents during the performance of this Agreement, except for claims, injuries, damages, losses, or suits caused by the sole negligence of the City. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification.
- b. *City*: The City shall defend, indemnify, and hold harmless the District and its officers, officials, employees, volunteers, and agents from any and all claims, injuries, damages, losses, or suits of any nature whatsoever, including attorney fees, relating to, arising out of, or resulting from the acts, errors, or omissions of the City and its officers, employees, volunteers, or agents during the performance of this Agreement, except for claims, injuries, damages, losses, or suits caused by the sole negligence of the District.

- c. *Concurrent Liability*: In the event of liability for claims, injuries, damages, losses, or suits of any nature whatsoever caused by, or resulting from the concurrent negligence of the District and the City and their respective officers, officials, employees, volunteers, and agents, each Party's liability hereunder, including the duty and cost to defend, shall be only to the extent of their own negligence. Each provision of this section has been mutually negotiated, and this section shall survive the expiration or termination of this Agreement.

- 10. Nondiscrimination.** The Parties will not unlawfully discriminate against any employee or applicant under this Agreement because of race, creed, color, sex, sexual orientation, age, national origin, marital status, physical and motor disability, or other circumstances prohibited by federal, state, or local law or ordinance, unless based upon bona fide occupational qualifications.

The City, as the entity employing the SRO, will take affirmative action to ensure that such applicants are employed, and that such employees are treated during employment without regard to the race, creed, color, sex, sexual orientation, age, national origin, marital status, physical and other motor disability, or other circumstances prohibited by federal, state, or local law or ordinance. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruiting advertisement, layoff, termination rates of pay or other forms of compensation, selection for training, including any apprenticeship.

- 11. Administration of Agreement.** Each party shall designate an official responsible for the administration of this Agreement and negotiate with regard thereto. In the case of the City, that official shall be the Chief of Police. In the case of the District, that official shall be the Superintendent or designee. These officials shall meet from time to time as they deem necessary to discuss the Agreement, the performance thereunder, and other relevant matters.

- 12. Amendment.** This Agreement may be amended only upon consent of all Parties hereto. Any amendment hereto shall be in writing and shall be ratified and executed by the Parties in the same manner in which it was originally adopted.

- 13. Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby.

- 14. Integration Clause.** This Agreement represents the entire understanding of the Parties and supersedes any prior agreement and any oral representations that are inconsistent with or modify its terms and conditions.

- 15. Governing Law/ Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.

- 16. Authority.** Each individual executing this Agreement on behalf of the City and the District represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the City or District, respectively.

**17. Effective Date.** This Agreement shall be effective upon ratification by action of the governing body, execution by of each of the Parties, and publication as required under chapter 39.34 RCW.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the \_\_\_\_ of March, 2021.

**CITY OF MERCER ISLAND**

**MERCER ISLAND SCHOOL DISTRICT**

\_\_\_\_\_  
Jessi Bon  
City Manager

\_\_\_\_\_  
Donna Colosky  
Superintendent

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Approved as to Form:**

**Approved as to Form:**

\_\_\_\_\_  
Bio Park  
City Attorney

\_\_\_\_\_  
Erin Battersby  
Exec. Director, Compliance, Legal Affairs &  
Human Resources



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5831  
March 16, 2021  
Consent Calendar**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5831: Suspend Council Rules of Procedure 8.13B Regarding Filling Board and Commission Vacancies	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Suspend Council Rules of Procedure 8.13B and authorize staff to fill board and commission vacancies concurrent with the 2021 Annual Recruitment Process.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Jessi Bon, City Manager Deb Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	n/a
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

The purpose of this agenda bill is to review current board and commission vacancies on the Arts Council (2 positions) and Planning Commission (1 position) and seek authorization to fill both vacancies and expired terms as part of the annual board and commission recruitment process.

**BACKGROUND**

At the conclusion of the 2020 Board and Commission Annual Recruitment Process, one vacancy remained on the Arts Council. Staff immediately embarked on a second recruitment process; however, no applications were submitted to fill the remaining Arts Council position. A second vacancy was created in 2020 when Arts Councilmember Damian Schwiethale resigned in October. Recruiting to fill the Arts Council vacancies was difficult in 2020 given that meetings were temporarily suspended due to the COVID-19 pandemic and did not resume until October 14, 2020.

In January 2021, a vacancy was created on the Planning Commission when Lucia Pirzio-Biroli resigned. The [City Council Rules of Procedures](#), Section 8.13B Vacancies, states, "In the event a vacancy occurs mid-term, the City Council shall appoint a person to fill the unexpired term within 60 days." The City Council Rules of Procedures were amended in February 2020 to include this timeline for filling vacant positions but did not contemplate vacancies that occur close to the annual recruitment process or factor in staff workload and the practicality of recruiting on such a short timeline.



In February 2021, the City Manager consulted with the City Council Leadership Team (Mayor Wong, Deputy Mayor Weiker, and Councilmember Nice) and recommended including the vacant Arts Council and Planning Commission positions as part of the annual board and commission recruitment process. The City Council Leadership concurred with the recommendation; however, suspending the City Council Rules of Procedure resides with the full Council.

### **RECOMMENDATION**

To comply with the Rules of Procedure, staff requests that the City Council suspend its rules pursuant to Section 10.1 *“Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the City Council”* and authorize staff to fill the Arts Council and Planning Commission vacancies concurrent with the 2021 Annual Board and Commission Recruitment Process.

If the City Council does not approve the suspension of the rules, the staff will move forward with a standalone recruitment process for the vacant Arts Council and Planning Commission positions and endeavor to fill the positions as soon as possible.

### **NEXT STEPS**

Staff recommend the City Council revisit the timeline prescribed in the City Council Rules of Procedure for filling board and commission vacancies that occur mid-term. The 60-day requirement is not practical when a vacancy occurs close to the annual recruitment process. The timeline may not be practical for other reasons as well, including staff workload.

### **RECOMMENDATION**

1. Suspend City Council Rules of Procedure 8.13B, pursuant to Section 10.1.
2. Authorize staff to fill the Arts Council and Planning Commission vacancies concurrent with the 2021 Annual Board and Commission Recruitment Process.



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5832**  
**March 16, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5832: Women’s History Month Proclamation No. 263	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Mayor Wong proclaims March 2021 Women’s History Month in Mercer Island	

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Jessi Bon, City Manager Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Proclamation No. 263
<b>CITY COUNCIL PRIORITY:</b>	n/a

## SUMMARY

Since 1987, when the US Congress designated March as **National Women’s History Month**, the month is set aside to honor women’s contributions in American history. This creates a special opportunity in our schools, our workplaces, and our communities to recognize and celebrate the often-overlooked achievements of American women. Since many of the women’s suffrage centennial celebrations originally scheduled for 2020 were curtailed due to the COVID-19 Pandemic, the 2020 National Women’s History theme “*Valiant Women of the Vote*” was extended for 2021 to “*Valiant Women of the Vote: Refusing to be Silenced*”.

The 2021 theme celebrates the women who fought for a woman’s right to vote in the United States and who have continued the struggle (fighting against poll taxes, literacy tests, voter roll purges, and other more contemporary forms of voter suppression) to ensure voting rights for all.

**International Women's Day (IWD)**, marked annually on March 8, is a global day celebrating the social, economic, cultural, and political achievement of women and provides an important moment to raise awareness about women’s equality, lobby for accelerated gender parity, and much more. This year’s theme is #ChooseToChallenge. IWD’s message is, “A challenged world is an alert world. Individually we’re all responsible for our own thoughts and actions – all day, every day. Collectively, we can all help create an inclusive world.”

## RECOMMENDATION

Mayor Wong proclaims March 2021 Women’s History Month in Mercer Island



## City of Mercer Island, Washington

# Proclamation

**WHEREAS**, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways and served as early leaders in the forefront of every major progressive social change movement;

**WHEREAS**, in our current moment of crisis, women continue to lead. From vaccine researchers to public health officials to the countless heroines on the frontlines, women are working around the clock to defeat COVID-19. Women, and particularly women of color, also make up the majority of America's essential workers, including educators and childcare providers, grocery store workers, farmworkers, and others who are keeping our families, our communities, and our country afloat;

**WHEREAS**, many of the women's suffrage centennial celebrations originally scheduled for 2020 were curtailed due to the COVID-19 Pandemic, the National Women's History Alliance is extending the annual theme for 2021 to "**Valiant Women of the Vote: Refusing to be Silenced**," celebrating the women who fought for a woman's right to vote in the United States and who have continued the struggle (fighting against poll taxes, literacy tests, voter roll purges, and other more contemporary forms of voter suppression) to ensure voting rights for all;

**WHEREAS**, this year marks a historic milestone for women's leadership with the inauguration of Kamala Harris as the first woman and woman of color as Vice President of the United States;

**WHEREAS**, the 2021 International Women's Day campaign theme, **#ChooseToChallenge** believes a challenged world is an alert world and encourages all to challenge and call out gender bias and inequality and seek out women's achievements;

**NOW, THEREFORE**, I, Benson Wong, Mayor of the City of Mercer Island, do hereby proclaim March 2021 as

## WOMEN'S HISTORY MONTH

in the City of Mercer Island and urge all Islanders to take the opportunity to empower women in all settings, rural and urban, and celebrate the activists who are working relentlessly to claim women's rights and realize their full potential.

**APPROVED**, this 16th day of March 2021

\_\_\_\_\_  
Mayor Benson Wong



Proclamation No. 263



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5824  
March 16, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5824: Ground Emergency Medical Transport Program	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Receive staff's status report on the Ground Emergency Medical Transport (GEMT) program.	

<b>DEPARTMENTS:</b>	Finance and Fire
<b>STAFF:</b>	Matthew Mornick, Finance Director Jeff Clark, Interim Fire Chief
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

The purpose of this agenda bill is to provide background information on the ground emergency medical transportation (GEMT) program. In 2020, the Mercer Island Fire Department (MIFD) enrolled in a federal program to seek financial reimbursements for GEMT services provided to Medicaid patients. In February 2021, the City received \$225,035 in additional Medicaid reimbursements for transporting Medicaid patients from the period July 1, 2019 to June 30, 2020.

**BACKGROUND**

Of the many services provided by MIFD, emergency medical services (EMS) are the most frequently used by Mercer Island residents. Nearly 70% of all 911-calls MIFD received from 2018 to 2020 involved medical-related emergencies.

Funding support for emergency medical services includes:

- An annual contribution from the King County EMS levy (\$645,000 in FY 2021)
- An annual EMS utility charge (\$628,000 in FY 2021) adopted annually with utility rate changes; and,
- Revenues from emergency medical transport fees, also known as the Ambulance Transport Fee (\$303,000 in FY 2021).

Most of MIFD's remaining \$7 million annual budget is funded through the City's General Fund (\$5.3 million in FY 2021).

In 2015, the Washington State Legislature passed [HB 2007](#) authorizing the statewide Ground Emergency Medical Transportation (GEMT) Program. The voluntary program provides supplemental payments, above and beyond the initial rate of payment, to eligible public agencies who provide emergency ground ambulance services to Medicaid recipients.

The State plan was approved by the Federal agency who manages Medicaid – the Centers for Medicare and Medicaid Services – in July 2017, with an effective approval date of June 2, 2016. At that point, public agencies were eligible to enroll in the program and submit an annual cost report for supplemental reimbursements.

Interested emergency ground medical transport providers were tasked with completing a certified Annual Cost Report that captures the total costs for providing EMS-related transport services. The Cost Report calculates the total Medicaid allowable costs and the federal share of these costs that have not been reimbursed through Medicaid billing. The Centers for Medicare and Medicaid Services disburses the calculated federal share of the settlement to the Washington Healthcare Authority, who then allocates supplemental payments to providers.

*Mercer Island State Fiscal Year 2020 GEMT Reimbursement*

MIFD enrolled in the GEMT program July of 2020. Staff worked closely with the Public Consulting Group to complete the final settlement estimate based on Medicaid transport data beginning with the State's fiscal year July 1, 2019 to June 30, 2020.

The purpose of the cost report is to arrive at a cost per transport specific to MIFD. The cost per transport calculation considers the Fire Department's actual incurred expenses for the reporting period. These expenses are categorized based on pre-determined GEMT cost centers:

1. **Medical Transportation Service Expense.** Expenses that are 100% attributed to EMS services.
2. **Non-MTS Expense.** Expenses that can be 100% attributed to fire/other non-EMS services.
3. **Allocation of Capital-Related and Salaried & Benefits Expense.** Capital and salary/benefit expenses for shared expenses which affect both medical transport service and non-medical transport service operations.
4. **Administration and General.** The department's remaining shared expenses which affect both medical transport service and non-medical transport service operations.

Staff determines the proportion of shared costs allocated between medical transportation services and non-medical transportation service operations based on a "time-on-task" analysis of 911-dispatch call data. Once staff arrive at a cost estimate for all medical transportation services, the total cost is divided by the total number of EMS transports provided within the reporting period, resulting in an average cost per EMS transport. This average transport cost is then applied to all Medicaid transports within the reporting period to determine the allowable medical cost for the reporting period.

The MIFD's annual cost report was completed and submitted the end of November 2020. The Public Consulting Group and staff estimated the City's reimbursement would be about \$150,000 for ground emergency medical transport services provided to Medicaid recipients from July 1, 2019 to June 30, 2020.

On February 23, 2021, the Washington Healthcare Authority confirmed the City will receive \$232,535.02 in supplemental payments under the GEMT program for the period from July 1, 2019 to June 30, 2020. From this, a \$7,500 fee will be deducted for the cost of services provided by the Public Consulting Group.

## DISCUSSION

Staff briefed the City Council that work was in progress to complete the GEMT Annual Cost Report during the 2021-2022 Biennial Budget hearings in November 2020. At that time, estimates for the GEMT reimbursement were incomplete and staff elected not to include the revenue in the 2021-2022 General Fund budget estimates. Because of this program, the City will receive increased payments for emergency medical transportation provided to Medicaid patients. How much and how regularly is still unknown. Staff will incorporate GEMT revenues into future biennial budget documents once a foundation of GEMT revenue with multiple years has been established, providing an adequate basis for revenue projection in future years.

Staff will include the \$225,035.02 GEMT revenue from July 1, 2019 – June 30, 2020 in the 2020 year-end Budget Amending Ordinance slated for City Council on April 20, 2021. At that meeting, staff will report how GEMT revenues tie into 2020 year-end numbers and considerations for putting this resource to use.

## RECOMMENDATION

Discussion only. Staff will return with the 2020 year-end budget amending ordinance in April 2021.



# AB 5824

## Ground Emergency Medical Transport Program

March 16, 2021

# Agenda

- ❑ Mercer Island Fire & GEMT
- ❑ 2020 GEMT Reimbursement
- ❑ Future Budgetary Impacts





# Mercer Island Fire

- Of the 2,300 emergency calls MIFD receives each year, 67% are for emergency medical services.
- Funding for Emergency Medical Services includes:

Funding	FY 2021	Percent of total
King County EMS Levy	\$645,000	9.4%
Annual EMS Utility Charge	\$628,000	9.1%
EMS Transport Fees	\$303,000	4.4%
MI General Fund	\$5,300,000	77.1%



# GEMT Program

- ❑ Ground Emergency Medical Transport Program established to allow Fire agencies to pursue reimbursements for ambulance services provided to Medicaid patients.
- ❑ Established in 2016. GEMT is a form of medical transport revenues.
- ❑ Funding stream relies on the **number of Medicaid patients MIFD transports.**
- ❑ Between July 1, 2019–June 30, 2020, **MIFD transported 35 Medicaid patients.**



# MIFD & GEMT

- ❑ July 2019 – June 2020 the initial period MIFD filed a GEMT annual cost report.
- ❑ Staff submitted the GEMT cost report early December of 2020.
  - ❑ Aggregates all MIFD costs with a nexus to emergency medical transport.
  - ❑ Per reimbursement guidelines, staff estimated about \$150,000 reimbursement.
- ❑ February 2021, Washington HCA sent notice for a \$232,535 reimbursement.



# Budgetary Impacts

- ❑ GEMT reimbursements are difficult to predict.
  - ❑ **Small change has a big impact.** Reimbursements tied to number of Medicaid patient transports.
  - ❑ **Unknowable patient mix.** State & Federal reimbursement varies per Medicaid patient.
  - ❑ **Susceptible to reforms.** Changes to Medicaid or State-instituted caps could impact funding stream.
- ❑ Staff will propose uses for 2020 reimbursement at the 2020 year-end report out.
- ❑ Staff will establish a 2-3 reporting periods baseline for revenue projections.



# Questions

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**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5833  
March 16, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5833: Emergency Medical Transport Revenues	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Receive staff's status report and provide general direction to update the emergency medical (ambulance) transport program.	

<b>DEPARTMENTS:</b>	Finance and Fire
<b>STAFF:</b>	Matthew Mornick, Finance Director Jeff Clark, Interim Fire Chief
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1. MIFD Transport Fee Collection Standard Operating Guidelines 700.18</li> <li>2. Federal Health and Human Services 2021 Poverty Guidelines</li> <li>3. Mercer Island Financial Assistance Form</li> </ol>
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

The purpose of this agenda bill is to seek direction from the City Council on the policies guiding emergency medical transportation fees. In 2012, the Mercer Island Fire Department (MIFD) adopted a policy that determines how emergency medical (ambulance) transport fees – also known as Basic Life Support (BLS) transport fees – are assessed. Though the City Council adopted a resolution setting fees for the service, the City Council has not had the opportunity to shape the rules guiding how and when BLS medical transport fees are collected.

**BACKGROUND**

Of the many services provided by MIFD, emergency medical services (EMS) are the most frequently used by Mercer Island residents. Nearly 70% of all 911-calls MIFD received from 2018 to 2020 involved medical-related emergencies.

Funding support for emergency medical services includes:

- An annual contribution from the King County EMS levy (\$645,000 in FY 2021)
- An annual EMS utility charge (\$628,000 in FY 2021) adopted annually with utility rate changes; and,

- Revenues from emergency medical transport fees, also known as the Ambulance Transport Fee (\$303,000 in FY 2021).

Most of MIFD's remaining \$7 million annual budget is funded by the General Fund (\$5.3 million in FY 2021).

In December 2010, the City Council implemented a new fee for emergency medical transportation provided by the City's Fire Department. The initial base fee adopted by Council ([AB 4587](#), [Resolution No. 1437](#)) was \$770 per transport. This policy was adopted at a time when other municipalities and fire agencies were implementing similar fees to establish a distinct revenue stream that supports the provision of the service.

After staff reviewed the efficacy of the program in January 2012, the City Council adopted [Resolution No. 1449](#), which incorporated a reimbursement fee of \$15.00 per mile in addition to the original \$770 base transport fee. The emergency medical transport fees were intended to recover transportation costs from Medicaid, Medicare, and private insurance providers. At the time of adoption, the City elected to waive patient's insurance co-payments and not pursue unpaid balances.

A financial assistance policy was established in conjunction with the 2012 base transport fee and mileage reimbursement to ensure all patients received high quality care regardless of the ability to pay. Consistent with the rules set forth in WAC 246-453-001 through 246-453-060, the City provides financial assistance to persons who qualify (Exhibit 2). To date, financial assistance has been provided to all that have substantiated their need for assistance with requisite supporting documentation (Exhibit 3).

Since the BLS transport program's inception, a third-party billing agency called Systems Design West was hired to manage all transport fee billing and the financial assistance program for the City. The company provides ambulance billing, EMS billing, and accounting services for Fire and Rescue organizations throughout King County. In 2018 and 2019, they collected an average of \$278,000 in annual emergency medical transport revenues on the City's behalf. This amounts to roughly half of the total amount invoiced for transport services provided. The difference in the amount billed versus the amount collected results in part because private insurance companies, Medicare, and Medicaid do not cover the full cost of the transport service. In addition, the City does not pursue out-of-pocket fees (copays) or unpaid balances for emergency medical transport.

When the Fire Department originally established the emergency medical transport fee program in February 2012, MIFD chose to waive copay balances for all patients regardless of residency status. Patients who did not have insurance were billed for the full balance. If no response was received after three months, the patient is listed as "uncollectible" with no further actions taken by the City or the third-party biller.

In 2020 this policy was amended administratively so that the copay waiver applied only to insured residents and employees working in the City at the time of transport. Per Exhibit 1, insured residents unpaid balances are waived; uninsured residents are billed for the full cost of service, but not sent to collections; and non-residents are held responsible for their out-of-pocket costs but are not sent to collections. The staff recommends revisiting this policy approach, addressing the inconsistencies, and formalizing the changes via resolution approved by the City Council.

Per the former policy, for fiscal year 2019 the City waived a total of \$58,300 copayments for patients who received medical transport services that live on Mercer Island and live elsewhere. Given the policy change that was made in 2020, it is expected that the annual amount waived will decrease. Staff do not yet have reliable numbers to estimate the revenue impact of the policy change.

To manage staff capacity and ensure community responsiveness within the Fire department, American Medical Response (AMR) provides additional capacity for emergency medical transport services. Most Fire Departments in King County Zone 1 operate through a single contract with AMR. Mercer Island is part of this contract which establishes the AMR rate, which is a \$820.54 base fee per transport and \$19.90 per mile for 2021. AMR charges this rate with an annual inflator tied to Healthcare CPI-W or 3.5%, whichever is greater.

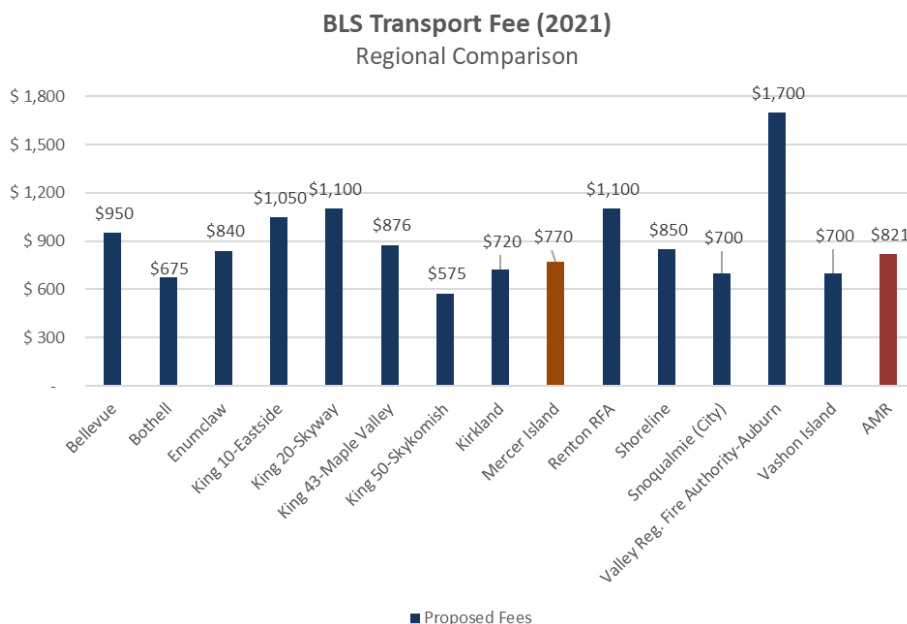
Most medical transports on Mercer Island are provided by MIFD. From 2018 to 2020, AMR provided 35% of emergency medical transports. The Fire department provided transportation for the remaining 65% of emergency medical calls. Unlike MIFD, when AMR provides transport services, they employ a collection process to ensure full cost recovery of their services.

**DISCUSSION**

Mercer Island City Code [4.60.010](#) imposes the Basic Life Support (BLS) transport user fee and states that “All persons transported for BLS by the city’s fire department shall be charged and billed BLS transport fees by the City at rates set and adjusted as necessary by resolution of the City Council. The city manager or his/her designee shall establish a procedure to bill and collect BLS transport fees. The city may contract with a billing service and/or collection agency to bill and collect the same.”

When the fee was established in 2012, there was no cost recovery target established and the policy did not include an annual inflationary factor. The fee was set to be consistent with fees charged by other local fire departments and private ambulance providers and sought to maximize reimbursements from the patient’s insurance.

The \$770 base transport fee and \$15 per mile reimbursement for MIFD emergency medical transport have remained unchanged since 2012. Many agencies within the region raised emergency medical transport fees at the beginning of 2021. The table below provides a regional fee comparison.



Policy & Financial Impacts

Based on the policy set forth in Resolution No. 1449, a patient who receives emergency medical transport on Mercer Island is billed differently and less than a patient who receives emergency medical transport from



AMR. In addition, the policy treats residents and City employees differently than non-residents. The fees have gone unchanged for ten years and do not reflect the cost of services on the island or within the region.

Staff is seeking initial feedback and recommendations from the City Council on the emergency medical transport fees policy. This feedback will inform a revised policy to be presented to the City Council at a future meeting (Current policy Exhibit 1). Consider the policy questions below:

1. What considerations would you suggest concerning the setting of the transport fees and an annual inflator?
2. What considerations would you suggest concerning the collection of co-payments and charges to residents versus non-residents? For patients who are insured versus those that are uninsured?
3. Should staff consider implementing a collections process?
4. Do you have any suggestions to improve the existing financial assistance program?

With City Council's direction, staff will return with a revised policy for Council adoption later this year.

## **RECOMMENDATION**

Discussion only. Staff seeks initial feedback from the City Council on potential policy amendments related to Emergency Medical Transport Fees to prepare a revised policy for City Council's review and adoption.

**Mercer Island Fire Department  
Standard Operating Guidelines  
TRANSPORT FEE COLLECTION**

Article 700; Section 18

<b>Revised:</b>	<b>4/15/20</b>	<b>Approved:</b>	
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**1.0 Purpose**

- 1.1 The City of Mercer Island has adopted a fee for transport program. There are regulations that the City and its employees must follow as part of such a program.
- 1.2 The purpose of this policy is to provide Fire Department employees with direction with regards to billing for transport services when those services are provided by a fire department aid unit.

**2.0 Organizations Affected**

- 2.1 Mercer Island Fire Department
- 2.2 Mercer Island Finance Department

**3.0 References**

- 3.1 Provisions of Emergency Medical Service, SOG XX

**4.0 Definitions**

- 4.1 None

**5.0 Policy**

- 5.1 It is the policy of the Department to comply with the following procedures to determine if a patient will be charged for transport and the procedures to be used for billing and collection of transport fees.
- 5.1.1. All patients transported by the Department including City employees, elected officials or any other professional affiliates will be charged a fee established in City ordinance except:
- 5.1.1.1. Transports that are provided through a mutual aid agreement with an adjacent jurisdiction.
- 5.1.2. The decision to provide transport services will be made using the Department's policy: *Provisions of Emergency Medical Service*.
- 5.1.3. No patient will be refused service due to inability to pay for said services.
- 5.1.4. All billing services will be provided by SYSTEMS DESIGN, for the Department.
- 5.1.5. The Fire Department will provide a financial assistance process to assist with those patients who are unable to pay for transportation services.

## 6.0 Procedures

- 6.1 If the patient has insurance and has provided the necessary information and signatures to release claims for billing, a bill will be sent to all known insurances.
- 6.2 If the insurance company of a resident of the City, or an employee at, and transported from a business within the City, does not pay the full amount billed for the patient transported, the insurance payment will be accepted as payment in full and the remaining portion will be written off.
- 6.3 If the insurance company denies payment, the patient transported will be responsible for the full amount of the transport fee.
- 6.4 If the patient has no insurance, a bill will be sent directly to the patient. The patient will be responsible for the payment of the fee.

- 6.5 Any patient, who does not have insurance and/or does not have the ability to pay the transportation fee, may request financial assistance as detailed in this policy.
- 6.6 A total of three bills will be sent to all patients receiving transport services from the Department. If upon 30 days after the third bill has been sent no payment has been received, SYSTEMS DESIGN will turn the account over to the City, indicating non-payment.
- 6.7 Upon receiving notification that SYSTEMS DESIGN has billed a patient three times with no payments received, the City of Mercer Island will write off the unpaid amount and no further attempts to collect for the service will be made.

#### 6.8 Financial Assistance Communications

- 6.8.1. The Mercer Island Fire Department Financial Assistance Program shall be made publicly available through the following elements:
- 6.8.2. Written information about the Financial Assistance Program and the sliding payment schedule shall be made available to *any person through our billing agency Systems Design*. Requests for information and applications can be made, either by mail, telephone, e-mail or in person. The billing agency will provide the applications, information about the policy and forward all information from the Patient to the Fire Department.

#### 6.9 Financial Assistance Eligibility Criteria

- 6.9.1. Individuals and families with incomes that meet our guidelines are eligible if they: do not have financial resources to pay for care; are not generally insured, i.e., covered by a group or individual medical plan, Worker's Compensation, Medicare, Medicaid, or any other state, federal, or military program; and are not involved in a situation where someone else has a legal responsibility to pay for the costs of medical services (e.g. an auto accident).
- 6.9.2. In situations where appropriate primary payment sources are not available or have been exhausted, individuals and families shall be provided financial assistance under this policy based on one of the following standards:

- The full amount of BLS Transport charges will be adjusted for a patient whose gross family income is at or below 100% of the current federal poverty level; or
- A sliding payment schedule will be used to determine the amount of BLS Transport charges that will be adjusted for patients with incomes between 101 and 300 percent of the current federal poverty level; or
- The BLS Transport Service may adjust the full amount of charges for patients with family income in excess of 100% of the current federal poverty level when circumstances indicate severe financial hardship or personal loss.

- 6.9.3. The responsible party's remaining financial obligation after the application of the sliding payment schedule will be payable at minimum monthly payment of 10% of remaining balance. The responsible party's account will not be referred to a collection agency unless the responsible party defaults on the minimum payment or the BLS Transport Service or billing agency is unable to make mail or telephone contact with the responsible party.
- 6.9.4. Financial Assistance – Determining Eligibility
- 6.9.5. Initial Determination: The BLS Transport Service will use an application process for determining eligibility for financial assistance. Requests to provide financial assistance will be accepted from either the patient, responsible party, physicians, community or religious groups, social services and/or patient accounting personnel, provided that any further disclosure of the information contained in the request shall be subject to the Health Insurance Portability and Accountability Act, Privacy Regulations and the hospital's Privacy Policies.
- 6.9.6. Pending final eligibility determination, the BLS Transport Service will not initiate collection efforts or request deposits, provided that the responsible party is cooperative with the BLS Transport Service's efforts to reach a final determination.
- 6.9.7. Final Determination: Financial Assistance applications shall be furnished to the responsible party when financial assistance is requested, when need is indicated, or when financial screening indicates potential need. All completed applications, whether

initiated by the responsible party or the BLS Transport Service should be accompanied by documentation to verify information indicated on the application form. Any one of the following documents will be considered sufficient evidence on which to base the final determination:

- Pay stubs from employment; or
- A "W-2" withholding statement; or
- Last year's income tax return; or
- Letters approving or denying Medicaid, medical assistance; or
- Letters approving or denying unemployment compensation; or
- Written statements from employers or welfare agents.

- 6.9.8. During the initial request period, the patient and the BLS Transport Service may pursue other sources of funding, including Medicaid and legal liability situations. The responsible party will be required to provide written verification of eligibility for all other sources of funding.
- 6.9.9. Usually, the relevant time period for which documentation will be requested will be three months prior to the date of application. However, if such documentation does not accurately reflect the applicant's current financial situation, documentation will only be requested for the period of time after the patient's financial situation changed.
- 6.9.10. In the event that the responsible party is not able to provide any of the documentation described above, the BLS Transport Service will rely upon written and signed statements from the responsible party for making a final determination of eligibility.
- 6.9.11. The BLS Transport Service will allow a patient to apply for financial assistance at any point from transportation to final payment of the bill, recognizing that a patient's ability to pay over an extended period may be substantially altered due to illness or financial hardship, resulting in the need for financial assistance.

- 6.9.12. In the event that the responsible party's identification as an indigent person is obvious to BLS personnel, and the BLS Transport Service can establish that the applicant's income is clearly within the range of eligibility, the BLS Transport Service will grant financial assistance based solely on the initial determination. In these cases, the BLS Transport Service is not required to complete full verification or documentation.
- 6.10 Time frame for final determination and appeals:
- 6.10.1. Each financial assistance applicant who has been initially determined eligible for financial assistance, will be given at least fourteen calendar days, or such time as may reasonably be necessary, to secure and present documentation in support of his or her financial assistance application prior to receiving a final determination.
- 6.10.2. The BLS Transport Service will notify the applicant of its final determination within twenty-one days of receipt of the application and supporting documentation.
- 6.11 Adequate notice of denial:
- 6.12 When an application for financial assistance is denied, the responsible party will receive a written notice of denial, which includes:
- The reason or reasons for the denial;
  - The date of the decision; and
  - Instructions for appeal or reconsideration.
- 6.13 The responsible party may appeal the determination of eligibility for financial assistance by providing verification of income or family size to the BLS Transport Service within thirty days of receipt of notification.
- 6.14 The BLS Transport Service will review all appeals. If this review affirms the previous denial for financial assistance, written notification will be sent to the responsible party.

## 7.0 Financial Assistance Documentation & Records

- 7.1 Confidentiality: All information relating to the application will be kept confidential. Copies of documents that support the application will be kept with the application form.

7.2 Documents pertaining to the financial assistance shall be retained for five years.



## 2021 HHS Poverty Guidelines

For 48 Contiguous States and the District of Columbia

(Source: Federal Register/Document 85 FR 3060/Published 1/17/2021)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$12,880.00	\$16,100.00	\$19,320.00	\$22,540.00
2	\$17,420.00	\$21,775.00	\$26,130.00	\$30,485.00
3	\$21,960.00	\$27,450.00	\$32,940.00	\$38,430.00
4	\$26,500.00	\$33,125.00	\$39,750.00	\$46,375.00
5	\$31,040.00	\$38,800.00	\$46,560.00	\$54,320.00
6	\$35,580.00	\$44,475.00	\$53,370.00	\$62,265.00
7	\$40,120.00	\$50,150.00	\$60,180.00	\$70,210.00
8	\$44,660.00	\$55,825.00	\$66,990.00	\$78,155.00
Add for each add'l person	\$4,540.00	\$5,675.00	\$6,810.00	\$7,945.00

## 2021 HHS Poverty Guidelines

For Alaska only

(Source: Federal Register/Document 85 FR 3060/Published 1/17/2021)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$16,090.00	\$20,112.50	\$24,135.00	\$28,157.50
2	\$21,770.00	\$27,212.50	\$32,655.00	\$38,097.50
3	\$27,450.00	\$34,312.50	\$41,175.00	\$48,037.50
4	\$33,130.00	\$41,412.50	\$49,695.00	\$57,977.50
5	\$38,810.00	\$48,512.50	\$58,215.00	\$67,917.50
6	\$44,490.00	\$55,612.50	\$66,735.00	\$77,857.50
7	\$50,170.00	\$62,712.50	\$75,255.00	\$87,797.50
8	\$55,850.00	\$69,812.50	\$83,775.00	\$97,737.50
Add for each add'l person	\$5,680.00	\$7,100.00	\$8,520.00	\$9,940.00



City of Mercer Island Fire Department  
c/o Systems Design Billing Services  
PO Box 3510  
Silverdale, WA 98383  
(800) 238-9398

**Individual Written Notice of Financial Assistance**

It is the policy of City of Mercer Island Fire Department that no person will be denied needed emergency medical care because of an inability to pay for such services.

City of Mercer Island Fire Department will provide needed emergency services without charge or at a reduced charge and without discrimination to those persons with no or inadequate means to pay for needed care.

To be eligible to receive needed ambulance services without charge or at a reduced charge, you or your family's annual income must be at or below certain levels established by national poverty guidelines for this area.

If you think you may be eligible for Financial Assistance, please complete the application **on the reverse side of this page**, attach documentation for any listed income, and send to:

City of Mercer Island Fire Department  
c/o Systems Design  
PO Box 3510  
Silverdale, WA 98383-3510

You will be notified of any reduction in your bill once the Fire Department has reviewed your application.

<b>Patient's Name</b>	Contact Phone
Date of Service	
Transported to:	

<b>Responsible Party</b>	
Name	
Relationship	
Current Employer	
Employed From	
Previous Employer	
Spouse Employer	
Employed From	
Previous Employer	

<b>Income</b>	Family Member 1	Family Member 2	Family Member 3	Family Member 4
Name				
Relationship				
Wages				
Self Employment				
Public Assistance				
Social Security				
Unemployment				
Worker's Comp.				
Alimony				
Child Support				
Pension/Retirement				
Dividend Income				
Rental Prop. Income				
Other Income (detail)				
Total Income				

The above information is correct to the best of my knowledge. I authorize the City of Mercer Island Fire Department to verify for the purpose of financial assistance eligibility determination.

\_\_\_\_\_  
 Signature (Patient or Responsible Party) Date

Current account balance	Adjustment (by Fire Dept)	New Balance

\_\_\_\_\_  
 Signature (Fire Department) Date



# AB 5833

## Emergency Medical Transport Revenues

March 16, 2021

# Agenda

- ❑ Medical Transport Fees Background
- ❑ Current Transport Fees
- ❑ Considerations for City Council



# Timeline - Medical Transport Fees



DEC 2010

Adopt Reso No. 1437

\$770 per transport base fee.



APR 2020

Administrative policy changes

- Waive residents & MI employees unpaid balances
- Non-residents billed differently



JAN 2012

Adopt Reso No. 1449

Maintain \$770 per transport base fee, include \$15 per mile reimbursement and financial assistance program.



MAR 2021

Seek Council direction.

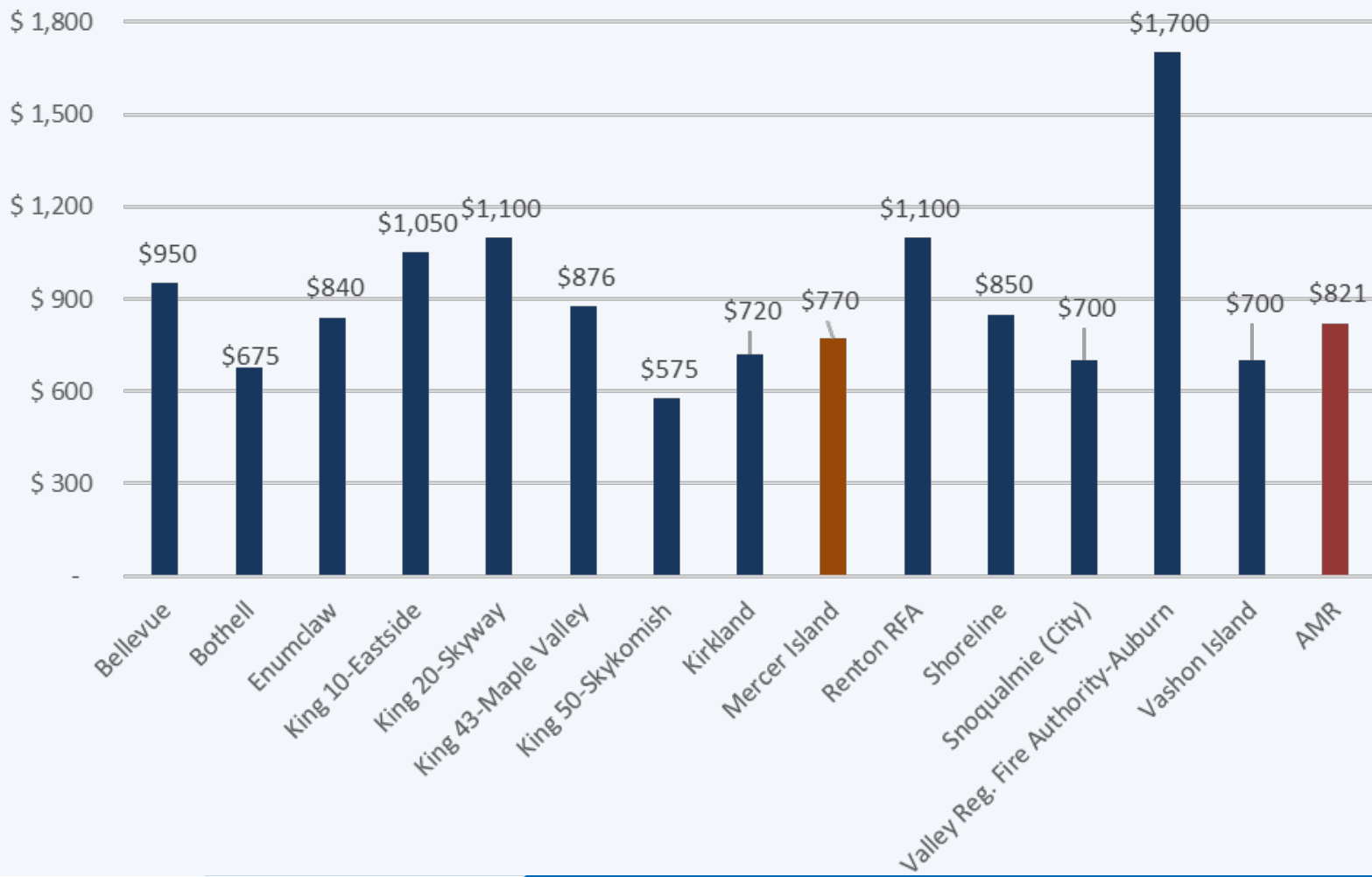


Updated Policy



# Regional Comparison

### Proposed Medical/ BLS Transport Base Fee (2021)



# Transport Rates on MI

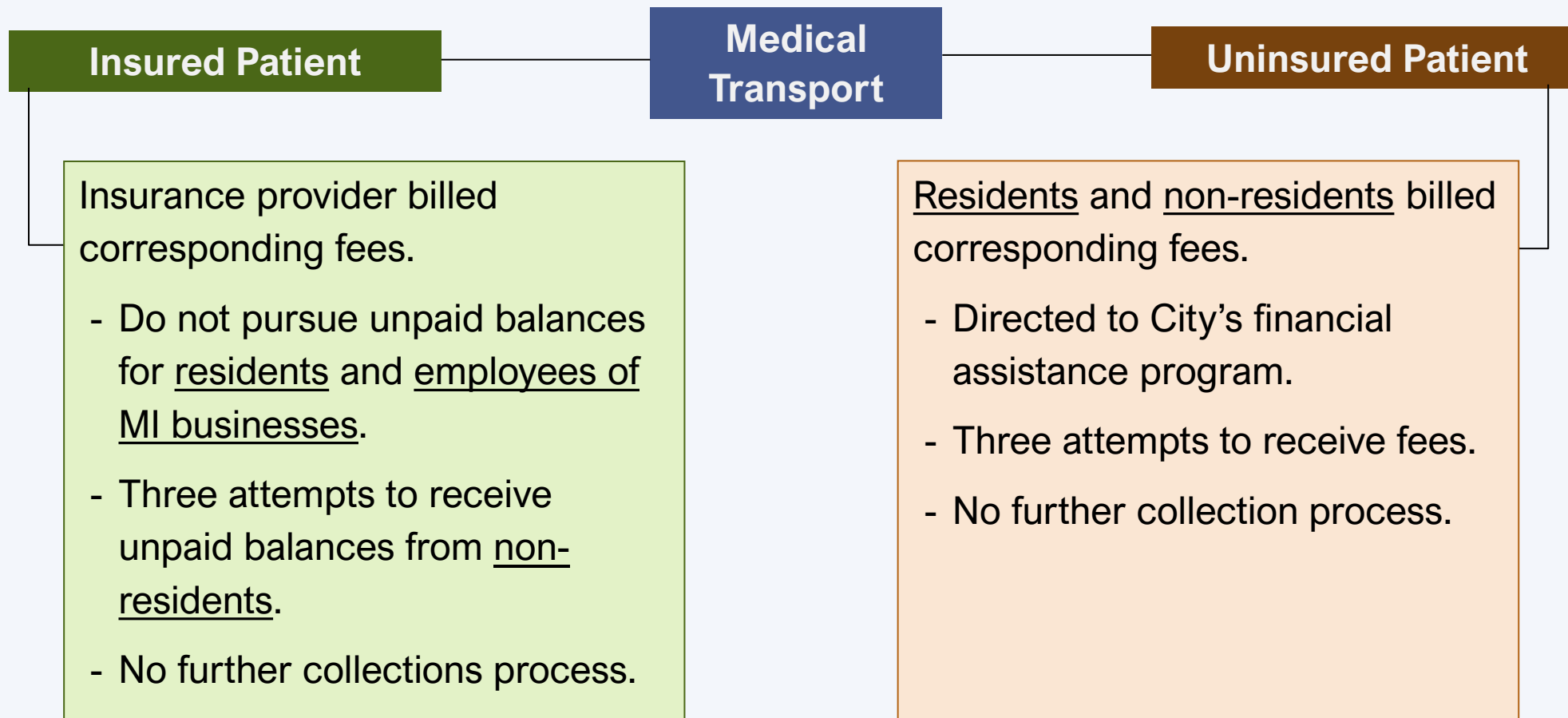
2021 MEDICAL TRANSPORT FEES	Mercer Island Fire	American Medical Response
Base Fee	\$770	\$821
Per mile reimbursement	\$15	\$20
Annual escalator	NONE	H/C CPI-W or 3.5%
Percent of MI Annual Transports*	65%	35%

\*Average emergency medical transports between 2018-2020.





# Current MIFD Policy



# Current AMR Policy

Medical  
Transport

Insured & Uninsured  
Patients

Insurance providers and uninsured patients are billed the corresponding fees.

All patients held responsible for unpaid balances.

Unpaid balances pursued through a collections process.

Employ a debt forgiveness program tied to federal income poverty level.



# Financial Assistance

- ❑ Eligibility depends on patient's
  1. Status of insurance coverage (i.e., uninsured)
  2. Financial resources to pay for care
  3. Whether a third party is legally responsible to cover medical costs.
  
- ❑ A sliding payment schedule and forgiveness program are available for patients with incomes at or below the current federal poverty level.



# Questions

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# Questions from Council

1. What is the relationship between these this and GEMT?
2. How are AMR fee schedules determined?
3. Is it legal, practical, or advisable to simply link City fees to AMR fees?
4. How do City fees compare to costs for providing these services?
5. What other fees, if any, does the MIFS levy for emergency services?
6. What do other cities do regarding waiver of copays?



# Questions for Council

1. What considerations would you suggest concerning setting transport fees and an annual inflator?
2. What considerations would you suggest concerning charges to residents versus non-residents and unpaid balances?
3. Should staff consider implementing a collections process?
4. Suggestions to improve the existing financial assistance program?





- Providing opportunities for City staff to connect with local businesses and residents at monthly Chamber luncheons and other events;
- Hosting annual community events that activate Mercer Island Town Center, including Art UnCorked, Town Center Trick-or-Treat event, and the Fitness Crawl;
- Launching the “Shop. Eat. Enjoy. Local” marketing campaign to drive community awareness of local businesses; and,
- Operating a Town Center office and maintaining a part-time Executive Director position to provide on-the-ground support for Chamber members, Island visitors, and the general business community.

During the COVID-19 pandemic, the Chamber has been a key collaborator in supporting the Island business community. Highlights of this work during the emergency include:

- Accessing free PPE supplies through the Chamber’s membership with the Eastside Chambers Coalition and distributing those supplies to more than 100 Island businesses;
- Creating “MInext,” a buy local campaign designed to reconnect residents with local businesses that redirected more than \$20,000 in advertising dollars, in-kind support, and direct support through contracted services back into the Island business community; and,
- Weekly meetings between City staff and Chamber leadership to share resources, identify needs, and quickly implement actions to support local businesses.

See Exhibit 2 for a complete overview of the Chamber’s activities and accomplishments to-date.

#### **2021 PARTNERSHIP AGREEMENT WITH CHAMBER OF COMMERCE**

In its 2021-2022 budget, the City included a goal to “establish a citywide economic development program,” see Exhibit 1.) To align with the Community Planning & Development work plan (see Exhibit 1), City staff identified three key areas where the Chamber will provide assistance in support of this goal in 2021:

- Continue COVID-19 Pandemic Support
- Contribute to Long-Range Economic Development Planning Efforts
- Strengthen Relationships Between the City and Local Business Community

See Exhibit 3 for the proposed program scope to be included in the 2021 partnership agreement with the Chamber of Commerce.

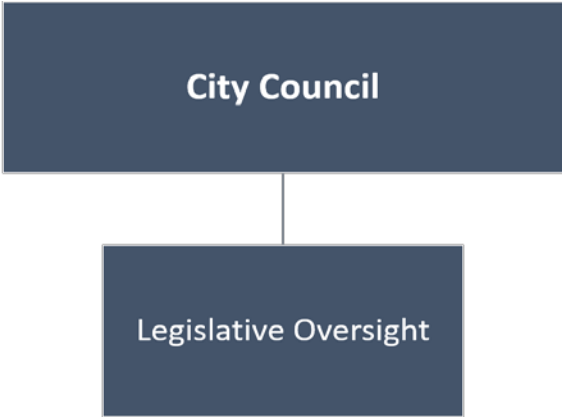
### **RECOMMENDATION**

Approve the 2021 Chamber of Commerce Partnership Agreement scope of work as presented.



# CITY COUNCIL

The City Council is comprised of seven members who are elected on a non-partisan, "at-large" basis to four-year terms by majority votes of the Mercer Island registered voters. The City Council serves as the legislative branch of Mercer Island City government, establishing all City policies and passing all ordinances and resolutions. From its members, the City Council elects a Mayor and a Deputy Mayor every two years to preside over City Council meetings and establish a focal point for conducting the Council's business. The Mayor, Deputy Mayor, and the other five Councilmembers serve on a part-time basis. Council Meetings are scheduled the first and third Tuesday of each month. Councilmembers serve as liaisons between the City Council and City advisory boards and commissions, communicating information, policies, and work priorities between the bodies. In addition, Councilmembers represent Mercer Island interests in various regional and state forums.



## Operating Expenditures

Department Function	2019	2020	2021	2022	Percent Change	
	Actual	Forecast	Budget	Budget	20-21	21-22
Legislative Oversight	50,199	55,393	46,925	36,925	-15.3%	-21.3%
Sister City Program	1,011	415	450	950	8.4%	111.1%
<b>Total</b>	<b>51,210</b>	<b>55,808</b>	<b>47,375</b>	<b>37,875</b>	<b>-15.1%</b>	<b>-20.1%</b>

## Work Plan

1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability
2. Articulate, confirm, and communicate a vision for effective and efficient city services.
  - 2.1. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
3. Implement an economic development program.
4. Provide emergency response services related to the COVID-19 Pandemic.

*Department:*  
**Community Planning & Development**

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**Work Plan (continued)**

- 3.11 Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.
- 3.12 Major Comprehensive Plan Update: begin work on the full update that is required every eight years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element.
- 3.13 Conduct a Housing Needs Assessment to inventory the City's existing housing stock, analyze current and future housing needs, and identify gaps where the current housing market is not delivering needed housing types to inform a possible future Housing Action Plan to implement an updated Housing Element in the Comprehensive Plan.
- 3.14 Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.
- 3.15 Analyze and update the Transportation and Park impact fees and implement a new Fire Services impact fee.

**4. Establish a citywide economic development program**

- 4.1 Hire an Economic Development Coordinator to implement a Citywide economic development program.
- 4.2 Partner with the Mercer Island Chamber of Commerce to continue supporting local businesses in COVID-19 recovery and develop a long-term strategy for providing support post-Pandemic.
- 4.3 Review and identify gaps in policies/processes related to business attraction, retention, and expansion; Town Center activation; business taxation; and business promotion and outreach.
- 4.4 Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.
- 4.5 Conduct a public engagement process to solicit input to rewrite the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).
- 4.6 Strengthen the relationship between the City and the local business community by providing transparent and timely information.
- 4.7 Bolster community support for local businesses through education and communication about local economic development.

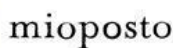


Since 1947 the Mercer Island Chamber of Commerce has partnered with and advocated for Mercer Island businesses and nonprofits. The Chamber is a non-profit organization of businesses, nonprofits and professionals that join to help make connections to each other and the greater community on and off the Island. Our mission is “to support and foster the growth, development and advancement of the businesses of Mercer Island while promoting Mercer Island as a special place to do business, live, work and play.” A physical office is maintained in Town Center to greet visitors and distribute information to businesses on the Island and those that want to come here. The Chamber currently has 167 members and connects via email and social media with 1,171 members and interested parties. Members pay dues and a volunteer board directs an executive director (.5 FTE)

The Chamber invests all its revenue back into the community through programs, events and support services. For example, connecting businesses to the MIYFS breakfast fundraiser, hosting Art UnCorked, getting little feet on the streets for Halloween Trick or Treat, and promoting shopping locally with the “Shop.Eat.Enjoy.” campaign. The Chamber produces a local map and business directory. The Chamber hosts public luncheons, to inform residents and businesses of local and regional issues that impact our community. In 2020 the Chamber was a valued partner on the recent Covid-19 WeLoveMI and MInext campaigns. In partnership with the MI Community Fund, over \$250K was raised for Mercer Island Businesses and nonprofits during the WeLoveMI campaign. In 2020 and now into 2021, the Chamber serves as a conduit for pandemic related information and supported businesses with PPP loan information, grants and distributed PPE, as well as helped several businesses with one-on-one personalized assistance in the grant application process. Over the past three years, the total events in which the Chamber was either sponsoring or involved in averaged 32 per year.

All of these programs contribute to making Mercer Island a more vibrant community, a community where we support one another, our children and our businesses, because we care and because businesses that thrive help make Mercer Island a special place to live, work and play.

Please Support Our Platinum Circle Members



**Exhibit “A”  
Scope of Work**

In its 2021-2022 budget, the City of Mercer Island (“the City”) included a goal to “establish a citywide economic development program.” The City and the Chamber enter into this agreement to document assistance that the Chamber will provide in support of this goal as set forth below in 2021. Under this Agreement, the Chamber shall perform the following services on behalf of the City:

**A. Continue COVID-19 Pandemic Support (CPD Work Plan Goal 4.2)**

1. Collaborate with the City’s Economic Development Coordinator (“Coordinator”) to facilitate the economic recovery of Mercer Island businesses, including:
  - i. Meeting with Coordinator weekly to share business support needs, Chamber efforts and communications, and other COVID-19 related issues as they arise; and,
  - ii. Communicating City recovery efforts and assistance to Mercer Island businesses by means of the Chamber website, e-newsletters, events, and meetings using contact information for such entities provided and updated by the City (900+ business email contacts).
2. Serve on the MInext Steering Committee and assist in developing, implementing, and connecting Mercer Island businesses with marketing support.
3. Maintain a virtual forum for engaging Mercer Island businesses and Mercer Island residents during COVID-19 restrictions on business and community activities, including:
  - i. Organizing and hosting one business education session per quarter for Mercer Island businesses on topics relevant to Island businesses presented by subject-matter experts, provided that any business that is not a member of the Chamber may be required to pay a fee for such events;
  - ii. Co-hosting quarterly networking breakfasts with the Six-Chamber Networking Group;
  - iii. Hosting a non-partisan virtual candidate forum prior to the 2021 Primary and General elections for Mercer Island City Council candidates, provided that the Chamber shall not be permitted to endorse any such candidates; and,
  - iv. Sharing pandemic-related information, including reopening guidelines, vaccination updates, and other pertinent information with Mercer Island businesses.
4. Such other or alternative services as may be agreed to by Coordinator and Chamber.

**B. Contribute to Long-Range Economic Development Planning Efforts (CPD Work Plan Goals 4.3, 4.4, and 4.5)**

1. Represent Mercer Island businesses with respect to City economic development planning, Town Center code updates, and other related topics and initiatives as requested. Projects slated for the 2021 calendar year include:
  - i. Town Center Commercial Feasibility Study
  - ii. Town Center Parking Study
2. Represent the City and Mercer Island businesses in the Chamber’s capacity as a member of the East King Chambers Coalition, which voices and advocates for the interests of the Eastside business community with the State Legislature and creates a variety of opportunities to connect lawmakers and business leaders, including:

- i. Virtual Legislative Breakfast
  - ii. Virtual Chamber Day(s)
  - iii. Virtual Legislative Wrap-Up
3. As requested, work with the Coordinator to collect specific input from and distribute information to Mercer Island businesses to facilitate the City's future year planning efforts, including but not limited to:
- i. Designing and conducting no more than two surveys of Mercer Island businesses on issues relevant to the City's proposed or established economic development plans; and,
  - ii. Acting as a resource for businesses considering locating or expanding on Mercer Island by offering guidance on the Mercer Island business climate, regulations, and opportunities.

**C. Strengthen Relationships Between the City and Local Business Community (CPD Work Plan Goals 4.6 and 4.7)**

1. Provide Mercer Island businesses access to City information and resources through the Chamber's digital platforms, including:
  - i. Linking to City website via Chamber website (City links to Chamber website via City site);
  - ii. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber e-mail (167 Chamber members; distribution list includes 380+ contacts; City will provide additional business contact list for 900+ email contacts);
  - iii. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber digital calendar of events; and
  - iv. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber social media platforms as requested.
2. Host and promote two opportunities for City staff to communicate directly with Mercer Island businesses and Mercer Island residents at monthly Chamber luncheons (by virtual means until COVID-19 restrictions permit in-person meetings).
3. Provide quarterly written reports via the established quarterly report template to the Coordinator as to the services provided by the Chamber under this agreement, including:
  - i. Updates on Mercer Island business openings/closings and other pertinent activities at Mercer Island business district locations;
  - ii. Calendar of Chamber events for the prior and next calendar quarter; and,
  - iii. Any interactions with the Mayor's appointed City Council liaison to the Chamber Board of Directors.

# 2021 Chamber of Commerce Partnership Agreement

AB 5821 | March 16, 2021



# Program Scope Development

- Created in consultation with:
  - Chamber of Commerce Executive Director and Board of Directors leadership
  - CPD Director and City Manager
  - City Council liaisons for small business support
- Key Considerations
  - Chamber is a membership organization responsible to its 167 members
  - City has a goal to implement an economic development program, which will require collaboration with community partners to meet this goal



# Continue COVID-19 Pandemic Support

- Collaborate with ED Coordinator to facilitate Town Center / Mercer Island business economic recovery
- Assist in providing marketing support to Mercer Island businesses
- Host business education sessions and other virtual forums to connect Mercer Island businesses with pandemic-related resources





# Contribute to Long-Range ED Planning Efforts

Item 12.

- Represent Mercer Island businesses in City economic development planning and regional legislative discussions
- Collect specific input and distribute information to Mercer Island businesses to inform the City's future-year planning efforts



# Strengthen Relationships Between the City and Island Business Community

Item 12.

- Connect Mercer Island businesses with City information and resources through Chamber's digital platforms
- Offer two opportunities for City staff to present at Chamber luncheons (currently virtual)
- Provide quarterly written reports to ED Coordinator



# Recommended Action

Approve the 2021 Chamber of Commerce Partnership Agreement scope of work as presented.





# Questions?



# Next Steps

1. Staff execute the agreement with the Chamber of Commerce.
2. Mayor appoints a City Council liaison to the Chamber of Commerce Board of Directors.





**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5829  
March 16, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5829: Creation of City Council Committee to develop Financial Management Policies	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	<b>RECOMMENDED ACTION:</b>	
	Create a City Council Ad Hoc Committee to work directly with Finance staff to develop financial management policies to guide fiscal decision-making.	

<b>DEPARTMENT:</b>	Finance
<b>STAFF:</b>	Matthew Mornick, Finance Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. City Council Rules of Procedure, Section 9
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

**SUMMARY**

Staff proposes that City Council create an ad hoc committee, as set forth in the City Council Rules of Procedure 9.3B and 9.5 (See Exhibit 1), to work with City Finance staff to develop a new Financial Management Policy document.

**FINANCIAL MANAGEMENT POLICIES**

The new financial management policies document will exist separate from biennial budget documents. It will cover a variety of topics, including the items raised by City Council during the 2021-2022 biennial budget workshops, such as fund balance reserves, long-term financial planning, and use of REET revenues, as well as high-level guidance for the Operating Budget, the Capital Program, Revenues and Expenditures, Long-term Financial Planning, Investments, and Debt Management, among others.

This practice aligns with neighboring cities and is deemed a best practice and essential part of public financial management by the of the National Advisory Council on State and Local Budgeting in the Government Finance Officers Association.

**COMMITTEE MECHANICS**

Staff proposes the creation of a City Council Finance Committee to meet monthly with the goal of presenting a draft financial management policy document to the full City Council in September, with City Council adoption anticipated in October 2021. The Finance Director will facilitate committee meetings once a month beginning in March. At the Committee’s discretion, meetings could be held during or after the workday. Staff will provide meeting materials to include an agenda, analysis, and key decision points. The committee will

work through guiding policies incrementally, with an update at the City Council Planning Session in April. The Finance Committee will provide a draft policy recommendation to the full City Council in September, with City Council adoption anticipated in October 2021. The committee will disband thereafter as set forth in the City Council Rules of Procedure 9.3B, *“Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.”*

#### **NEXT STEPS**

If the City Council creates a Finance Ad Hoc Committee, the City Council will need to determine its membership. This may be done at the March 16, 2021 meet or a future meeting.

#### **RECOMMENDATION**

Create the City Council Finance Committee to develop Financial Management Policies by October 2021 and appoint three Councilmembers to serve on the Committee.

**SECTION 9. CITY COUNCIL COMMITTEES**

- 9.1** City Council committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of City Council Committees:
- A.** Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
  - B.** Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments as necessary. The City Clerk will maintain the list of appointments to established committees.





# 2021 PLANNING SCHEDULE

Item 14.

Please email the City Manager & City Clerk when an agenda item is added, moved, or removed.

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020 through December 31, 2021. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

APRIL 6		DD	FN	CA	Clerk	CM
LEGAL NOTICE: 3/3 MIR						
ABSENCES:						
ITEM TYPE   TIME   TOPIC					STAFF	
<b>STUDY SESSION</b>						
60	AB xxxx: Town Center Commercial Feasibility Presentation				Jeff Thomas/Sarah Bluvas	
<b>SPECIAL BUSINESS</b>						
<b>CONSENT CALENDAR</b>						
--	AB 5834: Hopelink Day Proclamation No. 264				Deb Estrada	
--	AB 5835: Sexual Assault Awareness Month Proclamation No. 265				Deb Estrada	
--	AB 5836: Autism Month Proclamation No. 266				Ed Holmes	
--	AB 5837: 2020 Budget Carryover Requests				Matt Mornick	
--	AB 5838: King County Sewer North Mercer Enatai Interceptor Interagency Agreement				Jason Kintner	
--	AB 5826: Bid Award – 2021 Water System Improvements Project				Rona Lin	
<b>REGULAR BUSINESS</b>						
15	AB 5839: <b>Public Hearing</b> on Ordinance No. 21C-03 Commerce on Public Property				Sarah Bluvas	
15	AB 5840: Comprehensive Plan Amendment CPA21-001 Land Use Map (Ord. No. 21C-XX; First Reading)				Jeff Thomas/Alison Van Gorp	
60	AB 5827: Code of Ethics				Jessi Bon/Bio Park	
<b>EXECUTIVE SESSION</b>						

APRIL 20		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE   TIME   TOPIC					STAFF	
<b>STUDY SESSION</b>						
60	AB xxxx: Joint Meeting with P&R Commission/Recreation Restart Plan				Jason Kintner/Ryan Daly	
<b>SPECIAL BUSINESS</b>						
<b>CONSENT CALENDAR</b>						
<b>REGULAR BUSINESS</b>						
60	AB xxxx: Financial Report: 2020 Year-End				Matt Mornick	
30	AB xxxx: Follow-Up on Town Center Commercial Feasibility Discussion				Jeff Thomas/Sarah Bluvas	

15	AB xxxx: Development Code Amendment ZTR21-001 Comprehensive Plan Implementation (Ord. No. 21C-XX; First Reading)	Jeff Thomas/Alison Van Gorp
15	AB xxxx: Development Code Amendment ZTR21-002 CUP Applicability (Ord. No. 21C-XX First Reading)	Jeff Thomas/Alison Van Gorp
60	AB xxxx: Code of Ethics	Jessi Bon/Bio Park
<b>EXECUTIVE SESSION</b>		
	If needed	

<b>APRIL 27 PLANNING SESSION 5 TO 9 PM</b>					DD	FN	CA	Clerk	CM	
ABSENCES:										
Legal Notice:										
<b>ITEM TYPE   TIME   TOPIC</b>							<b>STAFF</b>			
	YFS Levy Discussion (tentative)									
	Financial Policies Kick-Off Discussion (tentative)									
	City Council Rules of Procedure (tentative)									

<b>MAY 4</b>					DD	FN	CA	Clerk	CM
NOPH:									
ABSENCES:									
<b>ITEM TYPE   TIME   TOPIC</b>							<b>STAFF</b>		
<b>STUDY SESSION</b>									
30	AB xxxx: GIS 101						Ali Spietz/Leah Llamas		
<b>SPECIAL BUSINESS</b>									
<b>CONSENT CALENDAR</b>									
--	AB xxxx: Development Code Amendment ZTR21-001 Comprehensive Plan Implementation (Ord. No. 21C-XX; Second Reading)						Jeff Thomas/Alison Van Gorp		
--	AB xxxx: Development Code Amendment ZTR21-002 CUP Applicability (Ord. No. 21C-XX Second Reading)						Jeff Thomas/Alison Van Gorp		
<b>REGULAR BUSINESS</b>									
15	AB xxxx: <b>Public Hearing:</b> Small Cell Facilities 6-month Extension						Jeff Thomas		
15	AB xxxx: <b>Public Hearing:</b> Town Center Moratorium 6-month extension						Jeff Thomas		
30	AB xxxx: Potentially Dangerous Dog Ordinance (Ord. No. 21C-04 First Reading)						Bio Park		
30	AB xxxx: 2020 Capital Improvement Program Report						Matt Mornick/Jason Kintner		
<b>EXECUTIVE SESSION</b>									

<b>MAY 18</b>					DD	FN	CA	Clerk	CM
ABSENCES:									
<b>ITEM TYPE   TIME   TOPIC</b>							<b>STAFF</b>		
<b>STUDY SESSION</b>									
60	AB xxxx: Scoping Session on Town Center Parking Study						Jason Kintner/Sarah Bluvas		
<b>SPECIAL BUSINESS</b>									

<b>CONSENT CALENDAR</b>		
<b>REGULAR BUSINESS</b>		
15	AB xxxx: Potentially Dangerous Dog Ordinance (Ord. No. 21C-04 Second Reading)	Bio Park
30	AB xxxx: City Council Rules of Procedure Amendment, Resolution No. xxxx (tentative)	Deb Estrada
60	AB xxxx: First Quarter 2021 Financial Status Report & 2021-2022 Budget Adjustments	Matt Mornick
60	AB xxxx: Luther Burbank Docks Preferred Concept Plan Recommendation from PRC	Ryan Daly/Paul West
<b>EXECUTIVE SESSION</b>		